Sumner School District
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Policy No. 5406
Personnel

LEAVE SHARING

The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an employee who otherwise would have to take leave without pay or terminate his or her employment with the district.

The Superintendent, or designee, will establish procedures to donate leave for staff members who earn personal leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The Superintendent, or designee, is directed to administer the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Legal References:

RCW 28A.400.380	Leave sharing program
RCW 41.04.650-665	Leave sharing program
WAC 392-126-004 -104	Finance — Shared Leave

Adopted 1/2009