



LEAVE SHARING

- A. A district employee is eligible to receive donated leave if:
1. The employee suffers 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 which has caused, or is likely to cause, the employee to:
 - a) Go on leave-without-pay status; or
 - b) Terminate his/her employment;
 2. The employee's absence and the use of shared leave are justified by medical documentation from a licensed physician or other authorized health care provider;
 3. The employee has depleted, or will shortly deplete, his/her annual leave, personal leave and sick leave reserves;
 4. The employee has abided by district rules regarding sick leave use; and
 5. When applicable, the employee has diligently pursued and been found to be ineligible to receive industrial insurance benefits; and
 6. The employee's job is one in which annual leave or sick leave can be accrued and used.

An employee shall not receive more leave than the number of contract or workdays remaining in the work year for his/her position. In the event that the condition requiring the employee's absence continues beyond the current school or work year, the employee shall not receive a total of more than 261 days of leave during his/her total employment.

- B. District employees may donate leave as follows:
1. An employee who accrues annual leave and who has an annual leave balance of more than ten (10) days may request the Human Resources department transfer a specified number of days to another employee authorized to receive shared leave, or to the district's annual leave pool. An employee may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
 2. An employee who accrues sick leave may request the Human Resources department transfer sick leave to an employee authorized to receive shared leave, or to the district's shared leave pool. A donating employee must retain a minimum of twenty-two (22) days of sick leave after the transfer.
 3. An employee who receives personal leave may request the Human Resources department transfer one (1) day of personal leave to another employee authorized to receive shared leave, or to the district's shared leave pool.
 4. Leave shall be calculated on a day-donated and day-received basis. The leave recipient shall be paid his or her regular rate of pay. The leave received shall be coded as shared leave and maintained separately from other leave balances.



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Regulations & Procedures No. 5406-P
Personnel

5. Any leave donated by an employee, which remains unused, shall be returned to the donor upon the recipient's return to work, resignation, retirement or death. To the extent administratively feasible, leave transferred by more than one employee shall be returned on pro-rata basis.

C. All leave sharing must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating leave or required to repay the value of the leave used.