

SHARED LEAVE REQUEST

(Sick Leave Donations)



If you have a medical need to be off from work, and your leave time will be exhausted, you may be eligible for Shared Leave.

Please complete the form below, and provide doctor's documentation of either:

- your own serious or extreme medical condition that prevents you from working,
- documentation from your family member's doctor, that states your need to care for them during their serious or extreme medical condition.

The documentation must include the condition for which you will be off, and the time frame that you will need to be off from work. You may use the Medical Certification form found on the Human Resources-Forms web page.

Name _____ Location _____

I am requesting Shared Leave:

- For my own serious or extreme health condition
- To care for a family member with a serious or extreme health condition

Please send my Shared Leave Request to:

- The entire District
- Specific sites only: _____

I understand that I may only use Shared Leave donations when I am off due to the medical condition contained in the doctor's documentation.

Signature _____ Date _____

Following HIPAA regulations, Shoreline Public Schools is required by law to take reasonable steps to protect the privacy and confidentiality of your health information.

Contact the Human Resources department with any questions, 206-393-3398.

Return this form to Human Resources.

Shared Leave Process

- Employee informs Human Resources of the need to be off from work.
- Employee provides a request for Shared Leave in writing using the provided form, and documentation from their doctor stating their condition and the duration of their need to be off.
- Employee typically uses their accrued leave time, before donations are applied. You can maintain up to 40 hours of your applicable leave balance in reserve. *(RCW 41.04.665)*
- Once an employee gets close to being out of leave, a notice is sent via e-mail to the district or specified sites (based on the employee's request) stating a colleagues' need for donations.
- Notices are sent out in the order received in combination with when they are out of leave with sufficient space between request, so that each employee get's "their own time", "out there".
- Only current/active employees may donate leave.
- Donations are tracked chronologically, and used in the order received.
- Each month we must balance donations between the donator, and the employee receiving donations. We only take what is needed for any given month. We cannot have a "pool" of unused time.
- The District will send a maximum of two notices for employees.
- Employees may receive donations only for that time covered by doctor's documentation. Employees will need to provide additional documentation, if their time off is extended.
- Shared Leave may only be used in conjunction with the stated condition. If an employee is taking a partial leave, only time off for the stated condition, may be supplemented by Shared Leave. If an employee is off for another reason, that time would be unpaid.
- Shared Leave is an anonymous process; employees are not informed by HR who has donated leave.
- If an Employees would like to thank those that have donated, they may provide a "thank you" note to HR, who will then forward it to those who have donated time.
- An Employee receiving Worker's Compensation Benefits may not receive greater than 25% of his or her base salary from Shared Leave. *(RCW 41.04.665)*