

LEAVE SHARING

The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an eligible recipient 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 eligible recipient who otherwise would have to take leave without pay or terminate his or her employment with the district.

The superintendent is directed to establish procedures to donate leave to an eligible recipient who earns personal holiday 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 is directed to administer the leave-sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Longview School District does not participate in the transfer of leave by employees of one state agency to another.

Legal References:	RCW 28A.400.380	Leave sharing program
	41.04.650-665	Leave sharing program
	41.04.665	Leave sharing program
	WAC 392-126-004-104	Finance, leave sharing

Management Resources:

<i>Policy News</i> , October 2010	Leave Sharing
<i>Policy News</i> , October 2004	Revisions to the State Leave Sharing Program
<i>Policy News</i> , August 1999	Staff may share personal holiday

(Policy number changed from 5328 to 5406 on February 13, 2012)

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