Leave Sharing

The district will establish and administer a leave sharing program through 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; who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporally disabled because of pregnancy disability; who is on parental leave; 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.

The superintendent or designee is directed to develop a procedure for administering the leave sharing program in a manner consistent with state law and applicable collective bargaining agreements.

Cross References:	5021 - Conflicts Between Policy and Bargaining Agreements
Legal References:	RCW 28A.400.380 Leave sharing program RCW 41.04.650-665 Leave sharing program - Intent Chapter 392-126 WAC Finance-Shared Leave
Management Resources:	2010 - October Issue Policy News, October 2004 Revisions to the State Leave Sharing Program Policy News, August 1999 Staff may share personal holiday

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School District: Trout Lake School
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Revised Dates: **08.99; 10.04; 10.10; 12.11; 05.18**

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