

Leave Sharing

The district will establish and administer a leave-sharing plan in which eligible employees may donate excess leave for use by a staff member 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 uniformed 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 for staff members who accrue annual leave and sick leave which may be donated for the use by other use by other staff members in case of illnesses, injuries or emergencies. The superintendent is directed to administer the leave-sharing plan in the 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
WAC 392-126-004 – 104 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

Adoption Date: December, 1996
Revised: January 8, 2015