

LEAVE SHARING

The district shall 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. The value of leave is pro-rated at employee's rate of pay.

Such a program is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the district.

In order to receive donated leave, the staff member must acknowledge and sign a statement reflecting that all donated leave must be repaid to the School District in the event it is determined the staff member is eligible for time loss compensation (Title 51 RCW) at any time after receiving donated leave. If the leave is repaid, the district will in turn reimburse the donating employee(s).

The superintendent is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue 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.

The procedures are as follows:

1. An employee may transfer annual leave, sick leave, and his or her personal holiday, as follows:
 - (a) An employee who has an accrued annual leave balance of more than ten days may request that the head of the agency for which the employee works transfer a specified amount of annual leave to another employee authorized to receive leave under subsection (1) of this section. In no event may the employee request a transfer of an amount of leave that would result in his or her annual leave account going below ten days. For purposes of this subsection (1)(a), annual leave does not accrue if the employee receives compensation in lieu of accumulating a balance of annual leave.
 - (b) An employee may transfer a specified amount of sick leave to an employee requesting shared leave only when the donating employee retains a minimum of four hundred eighty hours of sick leave after the transfer. In no event may such an employee request a transfer of more than six days of sick leave during any twelve-month period.
2. An employee of, school district, who does not accrue annual leave but does accrued sick leave and who has an accrued sick leave balance of more than sixty days may request that the head of the agency for which the employee works transfer a specified amount of sick leave to another employee authorized to receive leave under subsection (1) of this section. In no event may such an employee request a transfer of more than six days of sick leave during any twelve-month

period, or request a transfer that would result in his or her sick leave account going below sixty days. Transfers of sick leave under this subsection are limited to transfers from employees who do not accrue annual leave. Under this subsection, “sick leave” also includes leave accrued pursuant to RCW 28A.400.300(2) or 28A.310.240(1) with compensation for illness, injury, and emergencies.

3. Transfers of leave made by an agency head under subsections (1) and (2) of this section shall not exceed the requested amount.
4. Leave transferred to or from employees of school districts is limited to transfers to or from employees within the same bargaining unit.
5. The value of any leave transferred under this section which remains unused shall be returned at its original value to the employee or employees who transferred the leave when the agency head finds that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was transferred. To the extent administratively feasible, the value of unused leave, which was transferred by more than one employee, shall be returned on a pro rata basis.
6. An employee who uses leave that is transferred to him or her under this section may not be required to repay the value of the leave that he or she used.

Cross Reference: Board Policy 5021 Applicability of Personnel Policies

Legal Reference: RCW 28A.400.380 Leave sharing program
41.04.650-665 Leave sharing program

WAC 392-126-004
392-126-104 Finance – Shared Leave