

Personnel

Leave Sharing Procedures

A. A district employee is eligible to receive donated leave if the following conditions are met:

1. The staff member suffers from an extraordinary or severe illness, injury, impairment, physical or mental condition; is a victim of domestic violence, sexual assault, or stalking; needs time for parental leave; is sick or temporarily disabled because of pregnancy; or has been called to service in the military.
2. The staff member has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause the staff member to take leave without pay status or terminate their employment.
3. The staff member or their relative or household member's condition or circumstance has caused or is likely to cause the staff member to:
 - a. Go on leave-without-pay status
 - b. Terminate their employment
4. The staff member's absence and the use of shared leave are justified by documentation.
 - a. To be eligible for shared leave, an employee must submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
5. The staff member has depleted, or will shortly deplete, the employees' annual vacation leave and sick leave reserves (a staff member who is sick or temporarily disabled because of pregnancy or using parental leave does not have to deplete all annual vacation and sick leave reserves; the employee can maintain up to 40 hours of annual vacation leave and 40 hours of sick leave in reserve).
6. The staff member has abided by district rules regarding sick leave.
7. The staff member has diligently pursued and been found to be ineligible to receive Workers Compensation benefits.

The Superintendent or designee will determine the amount of leave, if any, which a staff member may receive under this policy and procedure. However, a staff member will not

receive more leave than the number of contracted days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee will not receive a total of more than 522 days of donated leave during total district employment. The district does not allow employees to share leave with employees of other district or state employers, nor does it allow employees to receive leave from employees of other districts or state employers.

A. Definitions

1. "Annual vacation leave" means: vacation leave that an employee accrues and is maintained in records of the district; it does not include leave for which an employee receives compensation in lieu of accumulating a leave balance.
2. "Sick leave" means: leave granted to an employee for the purpose of absence from work without pay in the event of illness, injury, and emergencies as authorized in RCW 28A.400.300

B. District employees may donate leave as follows:

1. A staff member who has accrued an annual vacation leave balance of more than ten (10) days may request that the Superintendent or designee transfer a specific number of days to another person authorized to receive shared leave. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
2. A donating staff member must retain a minimum of twenty-two (22) days of sick leave after the donation.
3. A staff member who does not accrue annual vacation leave but who has an accrued sick leave balance of more than twenty-two (22) days may request that the Superintendent or designee transfer a specified amount of sick leave to another person authorized to receive such leave. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than twenty-two (22) days.
4. All donated annual vacation leave or donated sick leave must be given voluntarily. No employee will be coerced, threatened, intimidated, or financially induced into donating annual vacation leave.
5. The number of leave days transferred will not exceed the amount authorized by the donating staff member.

6. Any leave donated by a staff member which remains unused will be returned to the donor to the extent administratively feasible. Leave transferred by more than one staff member will be returned on pro-rata basis.
- C. Leave will be calculated on a day-donated or day-received basis.
1. Employees may donate leave in one (1) day increments; each one (1) day will consist of an employee's regularly assigned hours at the time of conversion.

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