

PERSONNEL

Leave Sharing

Employees may donate annual vacation or sick leave to a fellow employee 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 which has caused, or is likely to cause, the staff member to take leave without pay status or terminate his/her employment.

A. Definitions

1. “Annual vacation leave” shall mean 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” shall mean 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(2) or 28A310.240(1).

B. Eligibility to Receive Shared Leave

1. An employee shall be eligible to receive donated leave under the following conditions:
 - a. The employee’s job is one in which annual vacation and/or sick leave can be used and accrued; and
 - b. The employee is not eligible for time loss compensation under the State Industrial Insurance Act (RCW Chapter 51.32); and
 - c. The employee has exhausted, or will exhaust, his/her annual vacation leave and/or sick leave reserves and all other forms of paid leave available to the employee; and
 - d. The employee has abided by District rules and policies regarding sick leave use; and
 - e. The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate his/her employment with the District.
2. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
3. 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.
4. An employee shall not receive more leave than the number of contracted days remaining in the current school year.

5. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee must reapply following the procedures outlined in Section B above, provided that in no event may an employee use more than a maximum of five hundred twenty-two (522) days of shared leave during his/her total statewide school District employment.
6. The Superintendent or designee shall determine the amount of leave, if any, which an employee may receive under this policy.

C. Donations of Leave

1. An employee may donate annual vacation leave to specific individuals using the following criteria:
 - a. The employee may donate any amount of annual vacation leave provided the donation does not cause the employee's annual vacation leave balance to fall below ten (10) days.
 - b. Employees may not donate excess annual vacation leave that the donor would not be able to take because of an approaching date after which the annual vacation leave cannot be used.
2. An employee may donate sick leave to specific individuals using the following criteria:
 - a. An employee who accrues annual vacation leave may request that the Superintendent or designee transfer any amount of sick leave to another employee authorized to receive such leave only when the donating employee retains a minimum of one hundred seventy six (176) hours of sick leave after the donation.
 - b. An employee who does not accrue annual vacation leave but does accrue sick leave may request that the Superintendent or designee transfer any amount of sick leave to another employee authorized to receive such leave only when the donating employee retains a minimum of twenty two (22) days of sick leave after the donation.
3. All donated annual vacation leave or donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual vacation leave.
4. The number of leave days transferred shall not exceed the amount authorized by the donating employee.

D. Calculation of Shared Leave

1. For the purposes of this procedure, the dollar value of the leave donated shall be ignored and the leave shall be calculated on a day or hours donated and a day or hours received basis.

2. Employees may donate leave in one (1) day increments; each one (1) day shall consist of an employee's regularly assigned hours at the time of conversion.

E. Transfer of Donated Leave

Upon receipt of completed shared leave donation forms, the District will determine the eligibility of donors and will rank the eligible donors in the order their donation forms are received. Shared leave will be charged as needed against each donor's leave balance, beginning with the first donor on the list and proceeding consecutively through all donors such that each donor shall be charged their total donation before proceeding to the next qualified donor. If the designated leave recipient does not need donations of a leave donor, such excess donations will not be charged against the donor's leave balance.

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