

LEAVE SHARING

The district shall establish and administer a leave sharing plan in 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, 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 is directed to establish procedures to donate leave to an eligible recipient who earn personal holiday leave, staff members who accrue annual leave and sick 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.

Cross Reference:

Board Policy 5021

Applicability of Personnel Policies

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:

Policy News, October 2010

Leave Sharing

Policy News, October 2004

Revisions to the State Leave Sharing Program

Policy News, August 1999

Staff may share personal holiday