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, or who has been called to service in the uniform services.

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.

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 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

41.04.650-665

Leave sharing program Leave sharing program

WAC 392-126-004 -104

Finance — Shared Leave

Management Resources:

Policy News, August 1999

Policy News, October 2004

Staff may share personal holiday Revisions to the State Leave Sharing

Program

Adoption Date:

School District Name: Revised: 08.99; 10.04

Classification: Essential