



## SHARED LEAVE PROGRAM PROCEDURES

### Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow eligible employees to donate annual (vacation) or sick leave to eligible fellow employees in a manner consistent with regulations of the Office of the Superintendent of Public Instruction ("OSPI").

1. In accordance with paragraphs A or B below, and utilizing the district's Shared Leave Donation form, employees may voluntarily donate annual leave (vacation) or sick leave to a specific employee authorized to receive leave under this procedure.

A. Employees Who Accrue Annual Leave (vacation):

- (1) An employee who accrues annual leave may donate any number of those days provided he/she maintains a balance of at least 10 annual leave days. Annual leave does not accrue if the employee receives compensation in lieu of accumulating a balance of annual leave.
- (2) An employee may donate a specified amount of sick leave only when the donating employee retains a minimum of one hundred seventy-six (176) hours of sick leave after the transfer.

B. Employees Who Do Not Accrue Annual Leave (vacation):

An employee who accrues sick leave, but does not accrue annual leave, and who has an accrued sick leave balance of more than twenty-two (22) days may request to donate a specified amount of sick leave. In no event may the employee request to donate sick leave that would result in his/her sick leave balance falling below twenty-two (22) days.

2. In accordance with OSPI regulations, including their definitions, and all of the provisions below, employees may be eligible to receive paid shared leave if:

A. The employee is suffering from, or a relative or household member is

suffering from, illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature (meaning serious, extreme, and/or life threatening) or the employee has been called to service in the uniformed services.

- B. The illness, injury, impairment, condition, or call to service has caused, or is likely to cause, the employee to:
    - (1) Go on leave without pay status; or
    - (2) Terminate his or her employment.
  - C. The employee's job is one in which annual leave or sick leave can be used and accrued.
  - D. Prior to approval or disapproval, the employee must submit documentation from the employee's licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition, or orders verifying the employee has been called to service in the uniformed services.
  - E. The employee has diligently pursued and is ineligible to receive industrial insurance benefits.
  - F. The employee is not receiving compensation under the long-term disability plan.
  - G. The employee has abided by district sick leave and military leave policies and has depleted or will shortly deplete his or her annual leave and/or sick leave, and/or paid military leave.
  - H. The employee has not received more than 522 days of donated leave during total district employment by the State of Washington or any state agencies, including employment by the district and other school districts within the State.
3. The superintendent designates the human resources department to determine the amount of leave, if any, which an eligible employee may receive under this policy and procedure. However, an employee shall not receive more leave than the number of contracted days remaining in the current school year, and shall not receive more than the requested amount.
4. Leave received under the Shared Leave Program shall be coded as shared leave and

shall be maintained separately from all other leave balances.

5. For the purposes of this procedure, donated and received annual leave and sick leave conversion shall be calculated on an hourly basis. Each day shall consist of an employee's regularly assigned hours at the time of conversion. Shared leave between employees of the district shall be calculated at the leave recipient's regular rate of pay. The dollar value of the leave shall be converted from the donor to the recipient.
6. Otherwise eligible employees may receive leave from employees of other districts or State agencies where approved by the superintendent and the head of the other district or agency. The leave recipient shall be paid his/her regular rate of pay; therefore, one hour of shared leave may cover more or less than one hour of the recipient's salary. Received shared leave shall be computed from the dollar amount into hours to be paid.
7. Leave donations will be withdrawn from the donor's sick leave accrual only as needed and used by the designated recipient. Donations shall be withdrawn in the order received.
8. The human resources department shall administer the Shared Leave Program.

Cross Reference

[Board Policy 5406](#)

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