

Cle Elum-Roslyn School District No. 404

Board Policy

Personnel

5406

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.

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 for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and for staff members who do not earn annual leave but who accrue leave to be used for illnesses, injuries or emergencies to donate leave. 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 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 to 392-126-104 Finance--Shared Leave

Management Resources:

Policy News, August 1999 Staff may share personal holiday.
Policy News, October 2004 Revisions to the State Leave Sharing Program

Adoption Date: 10/18/99

Revised: 1/24/05

Revised: 6/28/2010

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