

Cle Elum-Roslyn School District No. 404

Board Policy

Personnel

5406P

Leave Sharing

- A. A district employee is eligible to receive donated leave if:
1. The staff member suffers 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 which has caused, or is likely to cause, the staff member to:
 - a. Go on leave-without-pay status; or
 - b. Terminate his/her employment;
 2. The staff member's absence and the use of shared leave are justified by documentation;
 3. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
 4. The staff member has abided by district rules regarding sick leave use; and
 5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 522 days of donated leave during the total district employment.

- B. District employees may donate leave as follows:
1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the superintendent transfer a specified number of days to another staff member authorized to receive shared leave. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
 2. A staff member who accrues annual leave and sick leave may request that the superintendent transfer sick leave to a staff member authorized to receive shared leave. A donating staff member must retain a minimum of 176 hours of sick leave after the transfer.
 3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than twenty-two (22) days may request that the superintendent transfer a specified amount of sick leave to another staff member authorized to receive shared leave. A staff member may not request a transfer that would result in

an accrued sick leave balance of fewer than twenty two (22) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.

4. A staff member who receives personal holiday leave may request that the superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave. A staff member may request to transfer no more than eight (8) hours of personal holiday leave during any calendar year.
 5. The number of leave days transferred shall not exceed amount authorized by the donating staff member.
 6. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on a pro-rata basis.
- C. Leave shall be calculated on a day-donated and day-received basis.

Revised: 1/24/05; 5.10.2016; 3.25.2016