

LEAVE SHARING

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2 The district shall establish and administer a leave sharing program through which eligible
3 employees may donate excess leave for use by an eligible recipient who is suffering from, or has
4 a relative or household member suffering from, an extraordinary or severe illness, injury,
5 impairment, or physical or mental condition; who is a victim of domestic violence, sexual
6 assault, or stalking; who is sick or temporally disabled because of pregnancy disability; who is
7 on paternal leave; or who has been called to service in the uniform services.

8 Such a program is intended to extend leave benefits to an eligible recipient who otherwise would
9 have to take leave without pay or terminate his or her employment.

10 The superintendent or designee is directed to develop a procedure for administering the leave
11 sharing plan program in a manner consistent with state law and applicable collective bargaining
12 agreements.

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16 Cross Reference: Board Policy 5021 Applicability of Personnel Policies

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18 Legal References: RCW 28A.400.380[A1] Leave sharing program
19 RCW 41.04.650-665 Leave sharing program - Intent

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21 Chapter 392-126 WAC Finance —Shared Leave

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24 Management Resources:
25 *Policy News*, August 1999 Staff may share personal holiday
26 *Policy News*, October 2004 Revisions to the State Leave Sharing
27 Program
28 *Policy News*, October 2010 Leave Sharing
29 *Policy News*, May 2018

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32 **Adoption Date:** 08/27/98

33 **Revised:** 09/25/08

34 **Revised:** 11/17/11

35 **Revised:** 11/20/18