PERSONNEL

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; is a victim of domestic violence, sexual assault, or stalking; needs time
      for parental leave; is sick or temporarily disabled because of pregnancy; or who has
      been called to service in the uniformed services;
   2. The staff member's condition or circumstance has caused or is likely to cause the
      staff member to:
      a. Go on leave-without-pay status; or
      b. Terminate his/her employment;
   3. The staff member's absence and the use of shared leave are justified by
      documentation;
   4. The staff member has depleted, or will shortly deplete, his/her annual leave and sick
      leave reserves (a staff member who is sick or temporarily disabled because of
      pregnancy or using parent leave does not have to deplete all annual and sick
      leave reserves; he or she can maintain up to 40 hours of annual leave and 40
      hours of sick leave in reserve)
   5. The staff member has abided by district rules regarding sick leave use; and
   6. The staff member has diligently pursued and been found to be ineligible to receive
      industrial insurance benefits.

The superintendent or designee will determine the amount of leave, if any, which a staff member
may receive under this policy and procedure. However, a staff member will not receive more
leave than the number of contracted days remaining in the current school year. In the event that
the condition requiring the employee's absence continues beyond the current school year, the
employee will not receive a total of more than 522 days of donated leave during 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 or designee transfer a specified number of days to
      another person authorized to receive shared leave, or to the district's annual leave
      pool. 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 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 person authorized to receive such
      leave, or to the district's shared leave pool. 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 or designee transfer a specified amount of personal holiday leave to another person authorized to receive shared leave, or to the district’s shared leave pool. A staff member may request to transfer no more than the amount of personal holiday leave provided by RCW 1.16.050 during any calendar year;
5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.
6. Any leave donated by a staff member which remains unused will 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 will be calculated on a day-donated and day-received basis.

Date: 5/25/98; 3/27/00; 4/28/03; 3/21/05; 12/08/08; 1/24/11; 11/1/18