LEAVE SHARING

The district shall establish and administer a leave sharing program through which eligible employees may donate excess leave for use by an eligible recipient 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; who is a victim of domestic violence, sexual assault, a hate crime, or stalking; who is sick or temporally disabled because of pregnancy disability; who is on paternal leave; or who has been called to service in the uniform services or a fellow state employee whose absence from work is due to the involvement of the employee or employee's relative or household member in an immigration enforcement action.

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

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

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.380[A1]	Leave sharing program
	RCW 41.04.650-665	Leave sharing program - Intent
	Chapter 392-126	WAC 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
Policy News, October 2010	Leave Sharing
Policy News, May 2018	

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