

Leave Sharing

1. An employee may, of his/her own choice, donate portions of his/her accumulated sick leave to come to the aid of another named employee suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to take an extended leave without pay or to terminate his/her employment. The determination of whether or not the illness, injury, or impairment is extraordinary and/or severe will be made by the superintendent and one or more Association representatives and recommended to the Board of Directors for approval.

The superintendent and/or Association representative may, if appropriate, require a health care provider's statement confirming the extent and/or severity of the illness, injury, or impairment.

2. A contributing employee must have an accrued sick leave balance of more than sixty (60) days to assign his/her sick leave to another named employee as specified in (1) above.

3. An employee may donate up to six (6) days from his/her sixty (60) plus leave balance during any 12 month period.

4. An employee cannot donate sick leave days that would result in his/her sick leave account going below sixty (60) days.

5. Sick leave includes leave accrued pursuant to the RCW's with compensation for illness, injury, and emergencies.

6. An employee, as recipient of leave transferred under this section, shall be classified as an employee and receive the same treatment in respect to salary, wages and employee benefits as the employee would normally receive if using sick leave.

7. The provisions of Section 13 A-1 that allow an advance of sick leave days from future service may be utilized in connection with this circumstance and assigned within the parameters of Section 13 A1-1.

8. The value of the leave transferred shall be based upon the annual leave value of the person receiving the leave. The value of any leave transferred which remains unused shall be returned at its original value to the employee or employees who transferred the leave when the agency head finds that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was transferred.

9. To the extent administratively feasible, the value of unused leave which was transferred by more than one employee shall be returned on a pro rata basis.

Legal References:

RCW 28A.400.380 Leave sharing program RCW 41.04.650-665 Leave sharing program
WAC 392-126-004-104 Finance--Shared Leave AGO 1991, No. 29

Adoption Date:

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