

## Leave Sharing

Leave sharing is limited to transfers to or from employees within the Ocosta School District and within the same bargaining group. Leave sharing shall not apply to supplemental contracts, extra-curricular contracts, and/or substitute positions.

### Eligibility

- A. A district employee is eligible to receive donated leave if the following conditions are met:
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 has been called to service in the uniform 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 or 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 shall determine the amount of leave, if any, which a staff member may receive under this policy and procedure. However, a staff member shall not receive more leave than the number of contract 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 shall not receive a total of more than 261 days of leave.

- B. District employees may donate leave to a staff member in his/her respective bargaining group as follows:
1. A staff member who has an accrued annual leave (vacation days) balance of more than ten (10) days may request that the superintendent or designee transfer a specified number of days to another staff member who accrues annual leave and who has been 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 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 who does not accrue leave but who does accrue sick leave and who is authorized to receive such leave. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than twenty-two days. Sick leave, as defined in RCW 28A.400.300, means leaves for illness, injury and emergencies;

Superintendent Signature:

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4. A staff member who receives personal leave may request that the superintendent or designee transfer a specified amount of personal leave to another staff member authorized to receive shared leave. A staff member may request to transfer no more than the amount of personal 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 possible, leave transferred by more than one staff member shall be returned on a pro-rata basis; and
  7. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave.
- C. Leave will be calculated on a day-donated and day-received basis.
1. Employees may donate leave in one (1) day increments, a “day” equaling the number of hours in the donor’s shift. Examples include the following:
    - a) a full-time teacher who donates one (1) day will be donating eight hours;
    - b) a half-time teacher who donates one (1) day will be donating four (4) hours;
    - c) a full-time non-certificated employee or a full time certificated administrator who donates one (1) day will be donating eight (8) hours; and
    - d) a part-time classified employee who is assigned to work three (3) hours per day who donates one (1) day will be donating three (3) hours, etc.
  2. The number of hours donated will be credited to the leave recipient’s shared leave balance without regard to the donor’s rate of pay or the dollar value of the donated leave.
- D. After receiving a *Leave Share Request* form the district shall determine if the applicant is eligible. If the applicant isn’t eligible, the request will be returned to the employee indicating the specific reason(s) why. If it is determined that the applicant is eligible, the request will be returned to the employee indicating that his/her request has been approved, the appropriate bargaining group will be notified of the request and of the deadline to offer to share/donate leave. Upon receipt of completed shared leave donation forms, the Superintendent, or his/her designee, shall:
1. Determine the eligibility and rank order donors in the order in which the forms were received.
  2. Shared leave will be charged, as needed, against each donor’s leave balance beginning with the first donor on the list and proceeding consecutively through all donors, such that each donor is charged one day at a time. If additional leave is required and there is donated leave remaining, the cycle shall be repeated until shared leave is no longer needed or donated leave is exhausted.
  3. The Superintendent, or his/her designee, will notify a donor if any portion of his/her donation is not needed by the designated leave recipient and excess donations will not be charged against the donor’s leave balance.

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