



# KELSO SCHOOL DISTRICT

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## Shared Leave Request - Victims of domestic violence, sexual assault or stalking

**Instructions:** Use this form to request to receive donated shared leave if you are a victim of domestic violence, sexual assault or stalking

**Distribution:** Forward the completed form to Human Resources.

See <https://www.kelso.wednet.edu/page/shared-leave-program> for information and definitions relating to shared leave.

### Part 1 – Recipient's Information: To be completed by Requestor

Check the reason you are requesting shared leave and provide any additional information requested:

1. ☐ I am a victim of domestic violence, sexual assault or stalking.

How long do you expect to be off work (if known): \_\_\_\_\_ Until: \_\_\_\_\_

Do you expect to use shared leave intermittently or on a reduced schedule? Yes ☐ No ☐

If you answered yes to the previous question, please describe your anticipated work schedule and the length of time the schedule will need to be in place:

Please confirm the following by checking the box next to the statement. If the statement is not accurate for you, it means that you are not currently eligible to receive shared leave donations.

☐ As a result of the reason I have specified above, I will have to take leave without pay or terminate employment because I do not have sufficient paid leave to cover my absence from work.

Requester Name (Last, First, MI):

Requestor Phone:

School/District Location:

Position:

Requestor Signature

Date:

### Part 2 – Human Resources Office: To be completed by Human Resources Office

Current Employee Sick Leave: Vacation Leave: Personal Days:

Balances:

The above employee is eligible to receive shared leave: Yes ☐ No ☐

The cash value of hours donated by other employees will be converted to shared leave hours.

HR Director Signature

Date:

Shared Leave Start Date:

Shared Leave End Date:

**HR Office: Upon completion, return one copy to Department and Make copies for employee file and Shared Leave File**

**Employee: Submit completed form to Human Resources**