Section: **PERSONNEL**

Policy Title: **Leave Sharing**

The district shall establish and administer a leave sharing plan in which eligible employees may donate 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, or paid military leave.

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 is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The superintendent/designee is directed to administer the leave-sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Cross Reference:	Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.380	Leave sharing program
	38.40.060	Military leave sharing
	41.04.650-665	Leave sharing program
	WAC 392-126-004 -104	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

Adopted: December 11, 2006
Revised: February 22, 2011