

Dayton School District
Request for Use of Shared Leave

As an employee of the Dayton School District I believe I meet the criteria for requesting and receiving “shared sick leave” from other District Employees (Policy 5406).

Print name

Date

A District Employee is eligible to receive donated leave if:

1. The employee suffers from, or has a relative or household member suffering from, an extraordinary or severe illness (serious or extreme and/or life threatening, it does not include maternity {WAC 392-126-065} but complications due to maternity as attested to by a licensed physician will be considered extraordinary or severe), injury, impairment, or physical or mental condition or who has been called to service in the uniform services which has caused or likely to cause, the staff member to:
 - a) go on leave-without pay status; or
 - b) terminate his or her employment;
2. The employee’s absence and the use of shared leave are justified by documentation;
3. The employee has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
4. The employee has abided by District rules regarding sick leave use; and
5. If the injury or illness is work related, the employee has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

I have attached documentation from a licensed physician or other authorized health care practitioner who has verified the extraordinary nature of the condition of the employee, relative, or household member. If known, I have also provided information regarding the length of my absence from my position in the Dayton School District.

Employee Signature

Date submitted

Submit this form to the District office for review and approval