

EMPLOYEE LEAVE SHARING FOR HEALTH REASONS

DEFINITION

Leave Sharing is a process wherein one or more employees of the District authorize transfer of a portion of their accrued sick leave or annual leave to the account of another District employee.

Employee is any employee of the District who is entitled to accrue sick leave or annual leave.

PURPOSE

Leave Sharing is designed to permit District employees to come to the aid of a fellow employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe 1) illness, 2) impairment, or 3) physical or mental condition.

REQUIRED CONDITIONS

The District may allow an employee to take shared leave time only if the following conditions are met:

- ✓ The employee would otherwise have to take leave without pay or terminate his/her employment with the District;
- ✓ The employee must have depleted, or will shortly deplete, his/her annual leave and sick leave;
- ✓ The employee has abided by all District policies and procedures regarding the use of annual leave and sick leave;
- ✓ The employee's absence and use of shared leave time is justified as determined by the Director of Personnel/designee; and
- ✓ The employee has provided evidence that s/he has diligently pursued and has been found to be ineligible to receive industrial insurance benefits under RCW 51.32.

GUIDELINES

The Superintendent/designee is authorized to implement procedures to further the purpose of this policy as follows:

To ensure that, upon request of an eligible employee, the District will cooperate in communicating the employee's status and need to District staff.

To authorize transfer of a portion of a District employee's personal accrued sick leave or annual leave days to the account of an eligible employee.

GUIDELINES (cont.)

- ✓ To provide for the recipient employee's salary, wages, and employee benefits while on leave.
- ✓ To provide for reassignment to donors of leave not used by recipient employee.
- ✓ To provide standards consistent with this policy in determining the amount of leave an individual employee may receive.
- ✓ To provide a basis to ensure the use of shared leave is justified.

LIMITATION

Only employees having an accrued leave balance exceeding ten (10) days may authorize transfer of a specified amount of leave days to another District employee. In no event may the donor employee's personal leave balance go below ten (10) days. The Superintendent/designee shall determine the amount of share leave, if any, which an employee may receive. In no case may an employee receive more than a total of two hundred sixty one (261) days of shared leave.

SPI STANDARDS

If standards adopted by the Superintendent of Public Instruction (SPI) are inconsistent with this policy or the procedures promulgated hereunder, then such SPI standards shall prevail.