



PROCEDURES: LEAVE SHARING

The purpose of this procedure is for the operation of a permissive shared leave program in West Valley School District to permit employees to donate annual and sick leave to a fellow employee who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

As defined in WAC 392-126-015, "**Annual Leave**" means vacation leave that an employee accrues and is maintained in records of a district for employees eligible to accrue vacation leave.

As defined in WAC 392-126-020, "**Sick Leave**" means leave granted to an employee for the purpose of absence from work with pay in the event of illness, injury, and emergencies.

As defined in WAC 392-126-025, "**Employee**" means any school district employee entitled to use and accrue annual and/or sick leave.

As defined in WAC 392-126-035, "**Leave Recipient**" means a current employee who has an approved application to receive shared leave.

As defined in WAC 392-126-040, "**Leave Donor**" means an employee who has an approved written request for the transfer of annual sick leave to the shared leave program.

As defined in WAC 392-126-045, "**Donated Annual Leave**" means the amount of annual leave donated by a leave donor under the shared leave program.

As defined in WAC 392-126-050, "**Donated Sick Leave**" means the amount of sick leave donated by a leave donor under the shared leave program.

As defined in WAC 392-126-055, "**Employee's Relative**" means the leave recipient's spouse, child, stepchild, grandchild, grandparent, parent, sibling, or other close relative by blood or marriage.

As defined in WAC 392-126-060, "**Household Members**" means those persons who reside in the same home as a family unit. This term shall include foster children and legal ward even if they do not live in the household. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

As defined in WAC 392-126-065, "**Extraordinary or Severe**" means serious or extreme and/or life threatening.

A. A district employee is eligible to receive donated leave if:

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 or who has been called to service in the uniform services which has caused, or is likely to cause, the staff member to:
 - a) Go on leave-without-pay status; or
 - b) Terminate his/her employment.
2. The employee or his or her legal representative shall submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
3. The staff member has depleted or will shortly deplete, his/her annual leave and sick leave reserves;
4. The staff member has abided by district rules regarding sick leave use; and
5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The superintendent shall determine the amount of leave, if any, which a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted 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 one (1) year of leave.

B. District employees may donate leave as follows:

1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the superintendent transfer a specified number of days to another staff member 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 staff member who accrues annual leave and sick leave may request that the superintendent transfer sick leave to a staff member authorized to receive shared leave. 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 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 (22) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.

4. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.
 5. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on a pro-rata basis.
- C. Leave shall be used on a random number basis. In the event the district determines that unused leave is no longer required, the unused leave will be returned to the donor(s).