



## SHARED LEAVE PROGRAM

The district shall establish and administer a leave sharing program in which eligible district employees may donate accrued annual and sick leave for use by:

- other district employees who are suffering from, or who have a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition; or
- a district employee who has been called to service in the uniformed services.

District employees may also receive donated leave from employees of other districts or State agencies where approved by the superintendent and the head of the other district or agency. The program is intended to extend leave benefits to an eligible employee who otherwise would have to take leave without pay or terminate employment with the district.

The superintendent or his/her designee will develop procedures to implement the shared leave program. The program shall be administered in accordance with regulations promulgated by the Office of the Superintendent of Public Instruction, board-adopted leaves of absence policies, and applicable collective bargaining agreements.

Cross Reference	<a href="#">Procedure 5406P</a>	Shared Leave Program
Legal References	<a href="#">RCW 28A.400.380</a> <a href="#">RCW 41.04.650</a> <a href="#">RCW 41.04.655</a>  <a href="#">RCW 41.04.660</a> <a href="#">RCW 41.04.665</a>  <a href="#">WAC 392-126-004-104</a>	Leave sharing program Leave sharing program—Intent Leave sharing program— Definitions Leave sharing program—Created Leave sharing program—When employee may receive leave— When employee may transfer accrued leave—Transfer of leave between employees of different agencies— Return of unused leave—Rules