

LEAVE SHARING

The district will establish and administer a leave sharing plan in which eligible employees may donate excess 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; **who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporarily disabled because of pregnancy disability; who is in on parental leave;** or who has been called to service in the uniform services.

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 **or designee is directed to develop a procedure** ~~will establish procedures to donate leave for staff members who: (1) earn personal holiday leave and (2) accrue annual leave and sick leave for use by other staff in case of illness, injuries or emergencies. The superintendent is directed to~~ **for** administering the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Cross References: Policy 5021 Applicability of Personnel Policies

Legal References: RCW 28A.400.380 Leave sharing program
RCW 41.04.650.665 Leave sharing program
WAC 392-126-004-104 Finance – Shared leave

Management Resources:
Policy News, May 2018
Policy News, October 2010 Leave Sharing
Policy News, October 2004 Revisions to the State Leave Sharing Program
Policy News, August 1999 Staff may share personal holiday

Revised: June 28, 2018
Revised: September 25, 2014
Revised: July 19, 2007
Revised: January 13, 2005
5000 Series Adopted June 10, 1999
North Kitsap School District