



PERSONNEL

Leave Sharing

Definitions

1. ANNUAL LEAVE. Annual leave means vacation leave that an employee accrues and is maintained in the records of the District. It does not include leave for which an employee receives compensation in lieu of accumulating a leave balance.
2. SICK LEAVE. 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 authorized in RCW 28A.400.300 (2) (c).
3. EMPLOYEE. Employee means any district employee entitled to accrue and use annual and /or sick leave.
4. DISTRICT. District means the ENUMCLAW SCHOOL DISTRICT #216
5. LEAVE RECIPIENT. Leave recipient means a current employee who has been approved to receive shared leave.
6. LEAVE DONOR. Leave donor means an employee who has been approved to transfer annual or sick leave to the shared leave program.
7. DONATED ANNUAL LEAVE. Donated annual leave means the amount of annual leave donated by a leave donor under the shared leave program.
8. DONATED SICK LEAVE. Donated sick leave means the amount of sick leave donated by a leave donor under the shared leave program.
9. EMPLOYEE'S RELATIVE. Employee's relative means the leave recipient's spouse, child, stepchild, grandchild, grandparent, parent, sibling or other close relative by blood or marriage.
10. HOUSEHOLD MEMBER, Household member means those persons who reside in the same house as a family unit. The term shall include foster children and legal wards 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.

Eligibility to Receive Shared Leave

An employee may be eligible to receive shared leave under the following conditions:

1. The employee suffers from, or has a relative or household member suffering from an extraordinary or severe: illness, injury, impairment, physical or mental condition; or, when a staff member has been called to duty in the uniform services which has caused, or is likely to cause the employee to take leave without pay or terminate his or her employment.
2. The employee's job is one in which sick and/or annual leave can be used and accrued;

3. The employee is not eligible for time loss compensation under chapter 51.32 RCW (Worker's Compensation).
4. The employee has abided by District policies, procedures and negotiated agreements regarding the use of sick leave.
5. The employee has exhausted, or will exhaust, all applicable paid leave.

Donation of Annual Leave/Sick Leave

All donated annual / sick leave must be given voluntarily.

An employee may donate annual leave/sick leave using the following criteria:

Annual Leave (Vacation)

1. Part-time employees whose unused annual leave balance is automatically paid at the end of the school year are not considered to accrue annual leave for the purposes of these procedures and therefore are eligible to donate sick leave
2. Only days in excess of ten (10) annual leave days may be used as a donation to the leave sharing program.
3. Employees may not donate excess annual leave that the donor would not be able to take because of approaching date after which the annual leave cannot be used.

Sick Leave

1. Only hours in excess of sixty (60) sick leave days may be used as a donation to the leave sharing program. Employees may not donate an amount of sick leave that will result in their own sick leave balances going below sixty (60) days at the date of transfer.
2. Employees may not donate more than six (6) days of sick leave during any twelve month period. (September 1 – August 31).

Employees may request to donate leave by completing the "Application to Donate Shared Leave" form and submitting it to the Personnel Office. Offers to donate leave may be revoked by the donor at any time until the donated leave is transferred to the leave recipient.

Maximum Amount/Payment

The amount of shared leave a leave recipient may receive and use is as follows:

1. All forms of paid leave available for use by the recipient must be used prior to using shared leave.

2. A shared leave recipient may not receive long-term or short-term disability benefit payments during the period covered by shared leave. The shared leave recipient must certify in writing that he/she is not eligible for disability for the period covered by shared leave. If the shared leave recipient is eligible for disability for the period covered by the shared leave, he/she must notify the Payroll Office in a timely manner of all disability insurance coverage and benefits received for the period covered by the shared leave and must remit to the District any shared leave benefits received during the period covered by disability benefit payments.
3. The leave recipient shall be paid his or her regular rate of pay. The hours donated will be transferred on a direct dollar-for-dollar basis from the donor to the recipient. The hours will be paid at the recipient's hourly rate. Therefore, one hour of donated leave may cover more or may cover less than one hour of the recipient's regular rate of pay.
4. The leave received shall be coded as shared leave and shall be kept separate from any other leave balances.
5. The maximum lifetime cumulative amount of shared leave for any individual at any and all state agencies and/or school districts is two hundred sixty one (261) days of leave. A staff member shall not receive more leave than the number of days remaining in the current school year.
6. In the event that there is unused shared leave, it shall be returned to leave donors in the order received.

Procedures For Receiving Shared Leave

1. The employee requesting shared leave shall submit to the Personnel Office an "Application to Receive Shared Leave" form along with documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition of the employee, relative or household member.
2. The Personnel Office shall review and approve the request for shared Leave based upon:
 - The written application request and supporting documentation
 - A written report from the Payroll Office stating the applicant's annual vacation and/or sick leave balance and the amount of shared leave used to date, if applicable.
 - A review of the applicant's personnel file or other relevant information to determine whether the applicant has complied with District leave policies.
3. Offers to donate leave shall be date stamped when received by the Personnel Office. The Personnel Office will rank approved offers to donate leave in the order received. Shared leave will be charged as needed against each donor's leave balance beginning with the first donor on the list and proceeding consecutively through all donors such that each donor shall be charged one day at a time. If additional leave is required and there is donated leave remaining, the cycle shall be repeated until shared leave is no longer needed or donated leave is exhausted. The final donor may be charged a

fractional day if required to provide the leave recipient with a full day of shared leave. Leave donors will be notified if their donations are not needed by the designated leave recipient, and such excess donations will not be charged against the donor's leave balance.

4. Payments to the recipient as a result of leave sharing will correspond with the regularly scheduled payroll dates and cutoff.