

LEAVE SHARING

Shared Leave Program

The district shall establish and administer a leave sharing program through 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 on parental leave; or
- who has been called to service in the uniformed services.

The program is intended to extend leave benefits to an employee who otherwise would have to take leave without pay or terminate employment with the district.

The Superintendent or his/her designee is directed to develop procedures for administering a shared leave program in a manner consistent with state law and applicable collective bargaining agreements.

Cross References:	5021 – Conflicts Between Policy and Bargaining Agreements	
Legal References:	RCW 28A.400.380	Leave sharing program
	RCW 41.04.650-665	Leave sharing program-Intent
	WAC 392-126-004-104	Finance – Shared Leave
Management Resources	2018 – May Policy Issue	
	2010 – October Issue	
	Policy News, October 2004 Revisions to the State Leave Sharing Program	
	Policy News, August 1999 Staff may share personal holiday	

Adoption Date: 6.18.96
Stanwood-Camano School District
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