

## 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, 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/her employment.

The superintendent/designee 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/designee is directed to administer the leave sharing plan 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

### **Management Resources**

2010 - October Issue

Policy News, October 2004 Revisions to the State Leave Sharing Program

Policy News, August 1999 Staff may share personal holiday

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Edmonds School District

Classification: Essential

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