

Procedure - Leave Sharing

Donation of Leave. All donated leave must be voluntarily given.

1. **Annual Leave.** Annual leave means accrued vacation leave. Annual leave does not accrue if an employee receives compensation in lieu of accumulating a balance of annual leave. An employee may donate annual leave to a specific individual under the following conditions:
 - a. Any amount of annual leave may be donated provided that it does not cause the employee's annual leave balance to fall below ten (10) days.
 - b. Authorization to the district to transfer annual leave to a recipient must be provided by the donor on the Annual Leave Transfer Authorization form (available on the HR staff portal).
2. **Sick Leave.** Sick leave means paid leave granted an employee in the event of illness, injury or emergency pursuant to RCW 28A.400.300. An employee may donate sick leave to a specific individual under the following conditions:
 - a. The donor must have accrued more than 176 hours of sick leave, if the donor accrues annual leave. Donors who do not accrue annual leave must have accrued more than twenty-two (22) days of sick leave.
 - b. No employee's leave balance may go below 176 hours as a result of the donation of sick leave, if the employee accrues annual leave, or below twenty-two (22) days if the employee does not accrue annual sick leave.
 - c. Authorization to the district to transfer sick leave to a recipient must be provided by the donor on the Sick Leave Transfer Authorization form (available on the HR staff portal).
3. **Personal Leave.** Personal leave means paid leave granted an employee to conduct personal or family business affairs.
 - a. No more than one (1) day of personal leave may be donated by any employee during a twelve (12) month period.
 - b. Authorization to the district to transfer personal leave to a recipient must be provided by the donor on the Personal Leave Transfer Authorization form (available on the HR staff portal).

Eligibility to Receive Shared Leave. Subject to the approval of the superintendent or designee and pursuant to RCW 28A.400.380, RCW 41.04.665, WAC 392-126, and board policy 5406, an employee may receive donated leave under the following conditions:

1. The employee must be on a full-time, unpaid approved leave through Human Resources.

2. The employee suffers from, or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition or has been called to service in the uniformed services.
3. The employee's job is one in which annual and/or sick leave can be used and accrued.
4. The employee is not eligible for time loss compensation under RCW 51.32.
5. The employee has abided by district policies and procedures regarding the use of sick leave.
6. The employee has exhausted, or will shortly exhaust, all forms of their paid leave.
7. The condition has caused, or is likely to cause, the employee to go on full-time, unpaid leave without pay or terminate district employment.
8. No more annual leave may be donated than the recipient can use, e.g., no more than 522 days during the recipient's entire term of Washington State school district employment, or more than the recipient could use during their normal work year.
9. Leave may be donated by an employee in a different employee group/bargaining unit than the recipient of the leave.

Application to Receive Shared Leave. An employee wishing to receive shared leave must make such a request using the Application to Receive Shared Leave form (available on the HR staff portal) from a licensed physician or other authorized health care practitioner verifying the severity or extraordinary nature and expected duration of the condition. The application should be submitted to the district's payroll manager, the superintendent's designee for the Shared Leave Program.

Approval to Receive Shared Leave. Based on the information provided on the application and in the physician's documentation, the district will approve/disapprove the use of shared leave for the applicant. If shared leave is approved, the district will determine the amount of shared leave the recipient may receive. No shared leave may be used by the recipient until all other forms of paid leave available to the recipient for use are exhausted.

Value of Shared Leave. At the time the recipient returns to work, the value of any leave transferred under this procedure which remains unused will be returned at its original value to its donor. To the extent administratively feasible, the value of unused leave transferred by more than one employee will be returned on a pro-rata percentage basis.

Edmonds School District
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Revised Dates: