

**LEAVE SHARING**

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The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by a staff member 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.

Such a program is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the district.

The superintendent is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The superintendent is directed to administer the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Legal References:

RCW 28A.400.380 Leave sharing program

RCW 41.04.650-665 Leave sharing program

WAC 392-126-004 through 104 Finance--Shared Leave

Adoption Date: May 15, 1991

Revision Date: November 21, 1996

Revision Date: February 20, 2002

Meridian School District