

LEAVE SHARING

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A district employee is eligible to receive donated leave if:

1. The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the staff member to:
  - a. Go on leave-without-pay status; or
  - b. Terminate his/her employment;
2. The staff member's absence and the use of shared leave are justified by documentation;
3. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
4. The staff member has abided by district rules regarding sick leave use; and
5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The superintendent shall determine the amount of leave, if any, which a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 261 days of leave.

District employees may donate leave as follows:

1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the superintendent transfer a specified number of days to another staff member authorized to receive shared leave, or to the district's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
2. A staff member who accrues annual leave and sick leave may request that the superintendent transfer up to six days of sick leave in any twelve month period to a staff member authorized to receive shared leave, or to the district's shared leave pool. A donating staff member must retain a minimum of 480 hours of sick leave after the transfer.

3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than sixty (60) days may request that the superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave, or to the district's shared leave pool. A staff member may request to transfer no more than six (6) days of sick leave during any twelve (12) month period, and may not request a transfer that would result in an accrued sick leave balance of fewer than sixty (60) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.
4. A staff member who receives personal leave may request that the superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave, or to the district's shared leave pool. A staff member may request to transfer no more than eight (8) hours of personal leave during any calendar year.
5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.
6. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on pro-rata basis.

The Shared Leave Program will operate as needed on the basis of individual applications and requests for usage. The superintendent and his/her designee shall review applications and determine eligibility to receive shared leave. Upon approval of an application, district employees will be notified of the request for shared leave and will be provided with shared leave donation forms. Upon receipt of completed shared leave donation forms, the district will determine the eligibility of donors. A list of all eligible donors who respond by a specified deadline will be added to the list in the order their donation forms are received. Shared leave will be charged 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 use of donated leave is no longer necessary or donated leave is exhausted.

The program will operate district-wide on a dollar value basis. Donations will be converted to a dollar value based on the rate of pay of the leave donor. The leave recipient shall be paid his or her regular rate of pay. Because of differences in pay rates, one hour of donated leave may cover more or less than one hour of the recipient's salary. The leave received shall be coded as shared leave and shall be maintained separately from all other leave balances (WAC 392-126-099).

Adoption Date: February 20, 2002  
Meridian School District