

## **Leave Sharing**

The district will 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; who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporally disabled because of pregnancy disability; who is on parental leave; or who has been called to service in the uniform services.

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.  
The superintendent is directed to develop a procedure for administering the leave- sharing program in a manner consistent with state law and applicable collective bargaining agreements.

### **Cross Reference:**

[5021](#) Conflicts Between Policy and Bargaining Agreements

### **Legal References:**

[RCW 28A.400.380](#) Leave sharing program

[RCW 41.04.650 655 660 665](#) Leave sharing program

[WAC 392-126-004-104](#) Finance--Shared Leave Management Resources

PNA 9908.03 Staff may share personal holiday

### **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

Classification: Encouraged