

Policy No. 5406  
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Adoption Date: February 13, 1991  
Revised: December 20, 2004

## PERSONNEL

## LEAVE SHARING

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, 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 with the district.

The superintendent is directed to establish procedures for staff members who accrue annual leave and sick leave and for staff members who do not earn annual leave but who accrue leave to be used for illnesses, injuries or emergencies to donate leave. 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 41.04.650-665	Leave sharing program Leave sharing program
	WAC 392-126-004-104 AGO 1991, No. 29	Finance--Shared Leave