

Sharing Sick Leave

Purpose

This policy defines the circumstances in which eligible employees may be permitted to share their excess sick leave with a fellow employee.

Scope

This policy applies to all employees of the Valley School District.

Policy

1. WAC 392-126-006 permits the sharing of leave to "a fellow employee 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 which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment."
2. To that end, a district employee may donate sick leave to an eligible individual using the following criteria established by WAC 392-126-085.
 - 2.1. The employee must have accrued more than twenty-two (22) days of sick leave.
 - 2.2. An employee may not donate an amount of sick leave that will result in his/her accrued sick leave amount falling below twenty-two (22) days.
 - 2.3. All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave.
3. The district will determine the amount of shared leave a recipient may receive, and may only authorize an employee to share a maximum of one contract year of leave during his/her total district employment time.
4. Prior to approval or disapproval, the employee must submit documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. (WAC 392-126-095)
5. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
6. Leave transfers shall be calculated on an hour donated, an hour received basis.
7. The Superintendent or designee shall establish procedures to guide employees for requesting and donating shared sick leave.

Related Procedures

5406P1-Sharing Sick Leave

5406F1-Verification/Authorization for Sharing Sick Leave

Policy Cross References

5404-Family, Maternity and Caregiver Leave

5412-Staff Vacations and Holidays

5413-Compensated Leave

Policy Legal References

RCW 28A.400.380 – Leave sharing program

RCW 41.04.650-665 – Leave sharing program

WAC 392-126 – Finance — Shared Leave

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	June 21, 2006
Revised	April 15, 2009
Revised	December 21, 2011
Revised	April 16, 2014
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Previous Policy Number: 9011