

Leave Sharing

A. RECEIVING SHARED LEAVE

Recipient Eligibility:

To receive shared leave, the employee must:

1. Be a leave-accruing employee;
2. The employee suffers from, or has a relative or household member as defined by RCW26.50.010, 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:
 - a. Go on Leave without Pay status; or
 - b. Terminate his/her employment;
3. The employee has abided by district rules regarding leave use;
4. Have used (or will soon deplete) their personal holiday leave;
5. Have used (or will soon deplete) their accrued sick leave and/or vacation leave;
6. The employee has diligently pursued and been found to be ineligible to receive industrial insurance benefits;
7. The employee's absence and the use of shared leave are justified by documentation.

Severe, extraordinary or life-threatening illness or injury:

The criterion for an illness or injury under shared leave is different than those for FMLA.

Examples of "extraordinary or severe" situations that typically meet the criteria for shared leave include:

1. Major surgery with an inpatient hospital stay;
2. Outpatient surgery for a severe condition;
3. Cancer and treatment;
4. Hospitalization for a severe physical or mental condition;
5. Enrollment in an ongoing behavioral health treatment program (inpatient or day) requiring continuous leave from work;
6. Bed rest due to high-risk pregnancy-related complications.

Conditions that do not typically meet the criteria include:

1. Flu;
2. Chicken pox;
3. Pregnancy/delivery;
4. Sprained ankle;
5. Elective cosmetic surgery;
6. Intermittent leave for chronic, ongoing medical conditions

The District uses the information provided by the employee's health-care provider to determine whether their medical situation meets the definition of "severe, extraordinary, or life-threatening."

A job-related injury or illness that is covered by workers' compensation does not qualify for shared leave.

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.

B. REQUEST FOR SHARED LEAVE

Steps for a Shared Leave Request:

1. Employee will complete and submit to Human Resources the Shared Leave Request Form for the reason they are requesting shared leave.
2. The HR specialist completes District portion of the form and forwards it to the Superintendent or designee for approval.
3. HR notifies the employee of the request's approval status and set up a meeting with the employee to discuss possible scenarios if shared leave is not received.
4. HR forwards the request to Payroll for initiating and process shared leave from employee donors.
5. When a shared leave donation is made to an employee, Payroll will calculate the hours of shared leave that will be credited to the employee on a monthly basis/as needed basis, and updates the employee's leave records. Shared leave hours are paid at the employee's regular rate of pay.

Shared Leave Use:

1. Employees may receive leave donations from multiple employees.
2. Leave is donated and received in hourly increments on a first in–first out basis.
3. If the requesting employee accrues vacation leave, Payroll will apply their monthly leave accruals as they are earned before applying shared leave.
4. Shared leave must be used for the specific purpose for which it was requested.
5. Shared leave may be used for follow up appointments, if within the same school year, for the same specific purpose for which it was requested, if there are any unused shared leave hours.
6. Once the employee has been cleared by their healthcare provider to return to work, their shared leave request will be closed. If an employee has a recurrence of the same illness or injury, they must fill out a new shared leave request.
7. In the event that the absence continues beyond the current school year, the employee must fill out a new shared leave request.

When Shared Leave Ends:

An employee's eligibility to receive shared leave ends for any of the following reasons:

1. The employee returns to work;
2. The medical situation (employee or employee's family member's) changes so that it no longer qualifies for shared leave;
3. The employee separates from Clarkston School District employment.

Returning to Work:

Employees are expected to return to work on the date specified on their leave request form. If they employee's return will be delayed for any reason, they must contact HR as soon as possible.

If the employee's health–care provider recommends a gradual return to work, the employee may be able to use additional shared leave for a reduced schedule or as intermittent leave, with Superintendent approval.

Unused Shared Leave:

1. Shared leave may be used ONLY for the qualifying medical condition or reason approved in the shared leave request.
2. Unused shared leave will be returned to the donor in accordance with state law in July of the donating school year.

3. Employees may not cash out donated sick leave.

C. DONATING SHARED LEAVE

Any leave-accruing employee with adequate leave balances may donate vacation leave, sick leave, or personal holiday leave.

Donation Amounts:

1. Leave must be donated in one-day increments, a “day” being the contracted hours of the donor.
2. The day will be converted to hours when transferred to the recipient’s shared leave account.

Additionally, donating employees must meet the following requirements:

Type of Leave:	Donation Requirements:
Vacation Leave	<ul style="list-style-type: none"> • Employees must have at least 10 days of annual leave after the donation is deducted • Classified employees may <u>not</u> donate hours in excess of their maximum accrual limit if they would otherwise be unable to use those excess hours by their next accrual or anniversary date
Sick Leave	<ul style="list-style-type: none"> • Classified and Certificated employees may not donate more than 6 days of sick leave in any 12 month period • Classified employees must retain a minimum of 480 hours of sick leave after the donation is deducted • Certificated employees must retain a minimum of 60 days of sick leave after the donation
Personal Leave	<ul style="list-style-type: none"> • Employees may donate no more than 8 hours of personal leave during any 12 month period

Steps for Donating Leave:

1. Employees will download and complete the Shared Leave Donation Form;
2. Donation must be made to a specific individual who has been approved to receive shared leave donations;
3. Employees will submit the completed donation form to the Payroll Office;
4. The hours donated will be deducted from the employees leave balance when the donation is processed by Payroll.

Returning Unused Donated Leave:

In accordance with state law, unused donated hours are returned to the donor.

1. Clarkston School District will return any unused donated leave in July of the donating school year;
2. Employees may use returned donated leave for their own needs or donate them to someone else.