

Leave Sharing

The ESD will administer a leave sharing plan to allow employees to donate vacation leave or sick leave to another employee who suffers from, or has a family member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to military service.

The leave sharing program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate ESD employment.

The Superintendent is directed to adopt procedures governing employees who have sick and vacation leave to donate to other employees, and the use of such donated leave.

The Superintendent will administer the leave sharing program in a manner consistent with applicable law.

Legal References: RCW 28A.400.380 Leave sharing program.
 RCW 41.04.650-665 Leave sharing program – Intent.
 WAC 392-126-004 -104 Finance.

Adoption Date: **2-20-90**

Revised Dates: **3-26-91; 2-23-93; 2-25-97; 1-25-04; 8-28-08; 8-28-15; 1-1-17; 3-24-20**

Renumbered: **308 to 5406 1-1-17**