

LEAVE SHARING



Shared Leave Definitions

Examples of Extraordinary or Severe Illness or Injury

- cancer
- major surgery
- chemotherapy
- broken back
- fractured pelvis
- liver transplant
- heart transplant
- AIDS
- fetal endangerment
- hysterectomy

Examples of conditions that are not considered "an extraordinary or severe illness or injury"

Normal and uncomplicated:

- pregnancy/delivery
- chicken pox or flu
- elective cosmetic surgery
- sprained ankle

Household Member

A person who resides in the same home and who provides reciprocal personal and financial support to the employee.

Close Family Member

A spouse, child, stepchild, grandchild, parent, or grandparent.

Shared Leave Questions and Answers

Are there laws that school districts must follow regarding leave sharing?

Yes. In Washington State, the law regarding the leave sharing program is [RCW 41.04.660](#).

Is there a general pool for shared leave donations?

No. Each donation must be directed to a specified recipient.

May an eligible employee use shared leave for a reduced schedule or an intermittent leave of absence due to an extraordinary or severe illness or injury?

Yes, so long as the employee otherwise qualifies for shared leave.

Is there a minimum balance of sick leave hours that leave donors must maintain?

All employees, whether part-time or full-time, must maintain a minimum balance of 176 hours of sick leave after their donation.

If I donate leave will it be deducted from my attendance incentive calculation?

No. The donated hours will not be considered when calculating attendance incentives.

May an eligible employee donate leave to an employee in a different bargaining unit?

Currently, all PSD bargaining units permit leave sharing between employees in different bargaining units and the receipt of donated leave from employees in other bargaining units. Contact the Payroll Supervisor if you wish to donate leave to an employee in a different bargaining unit.

How do I apply for leave sharing?

All contracted employees except PAE members should complete the [Leave Sharing Application](#) and follow the procedure on the form. PAE members should [contact the PAE](#) directly regarding shared leave.