

SEA 2026 Share Leave and Shared Leave Bank Proposal #1
June 25, 2026
Common - Certificated, Paraprofessional and SAEOP

Shared Leave and Shared Leave Bank

Purpose

The purpose of the Shared Leave Program is to provide a mechanism to allow employees to donate personal leave/vacation or sick leave to eligible fellow employees in a manner consistent with state law and regulations. Human resources will administer the Shared Leave Bank, in addition to maintaining a leave sharing plan that conforms to law as outlined in the collective bargaining agreements.

1. In accordance with paragraphs A or B below, and utilizing the district's Shared Leave Donation form, employees (donors) may voluntarily donate sick leave to the shared leave bank and/or a specific employee(s) authorized to receive leave under this procedure.

A. For sick leave donations:

An employee who has an accrued sick leave balance of more than twenty-two (22) days may request to donate a specified amount of sick leave. In no event may the employee request to donate sick leave that would result in the donor's sick leave balance falling below twenty-two (22) days. Employees who are resigning their position with the district can donate any amount of sick leave.

B. For Personal Leave/Vacation donations:

An employee accruing personal leave/vacation may donate any number of personal leave/vacation days provided the donor maintains a balance of at least ten (10) personal leave/vacation days as of the date of the transfer. Employees who are resigning their position with the district can donate any amount of accrued personal leave/vacation.

2. In accordance with all provisions below, and utilizing the district's Shared Leave Request form, employees (recipients) may receive paid shared leave in accordance WAC 392-136A-030 if:

- A. The employee is suffering from, or a relative or household member is suffering from, illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature (meaning serious, extreme, and/or life threatening);
- B. The employee has been called to service in the uniformed services;
- C. A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has the needed skills to assist in responding to the emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;

- D. The employee is a victim of domestic violence, sexual assault, or stalking;
- E. The employee is a current member of the uniformed services or is a veteran as defined under RCW.41.04.005, and is attending medical appointment or treatment for a service connected injury or disability;
- F. The employee needs the time for parental leave;
- G. The employee is sick or temporarily disabled because of pregnancy disability;
- H. The illness, injury, impairment, condition, or call to service has caused, or is likely to cause, the employee to:

(1) Go on leave without pay status; or

(2) Terminate their employment.

- I. The employee's job is one in which personal leave/vacation or sick leave can be used and accrued;
- J. The employee's absence and the use of shared leave are justified as confirmed in writing by a licensed physician or other authorized health care practitioner;
- K. The employee is ineligible to receive industrial insurance benefits under Chapter 51.32 RCW;
- L. The employee is not receiving compensation under the long-term disability plan;
- M. The employee has abided by district sick leave, military leave policies, and has not been subject to disciplinary action for misuse or abuse of district policies regarding use of sick leave and has depleted or will shortly deplete the employees' personal leave/vacation, sick leave, personal leave reserves, and/or paid military leave. If the employee qualified for shared leave for parental leave or for sickness or temporary disability due to pregnancy disability, (as defined by RCW 41.04.655 [4]) the employee is not required to deplete all of their personal leave/vacation or sick leave and may maintain up to forty (40) hours of personal leave/vacation and forty hours (40) of sick leave in reserve in accordance with WAC 392-136A040; or
- N. The employee has not received more than 522 days of donated leave during total district employment by the State of Washington or any state agencies, including employment by other school districts within the state.

3. A request to the share leave bank will be capped at 30 days or to the end of the school year, whichever is shorter.

4. For the purposes of this procedure donated and received sick leave and personal leave/vacation conversion shall be calculated on an hourly basis. Each day shall consist of an employee's regularly assigned hours at the time of conversion.

6. The human resources department will make the form for individual donations and the shared leave bank available on the Payroll website.