

**Human Resources**  
Maurene Stanton  
Executive Director of Human Resources

---

Date: August 3, 2021

To: Stanwood Camano School Board

From: Maurene Stanton, Executive Director of Human Resources

RE: Policy 5406 LEAVE SHARING

The attached Stanwood-Camano School Board Policy 5406 Employee Leaves and Absences has been updated to Policy 5406 Leave Sharing. This policy corresponds with Washington State School Director Association (WSSDA) model policy and the laws of the State of Washington.

RECOMMENDATION: That the board approves the Second Reading of Policy 5406 Leave Sharing.

## **EMPLOYEE LEAVES SHARING AND ABSENCES**

### **Shared Leave Program**

The district shall establish and administer a leave sharing program ~~throughin~~ which eligible employees may donate ~~excessaccrued~~ leave for use by an eligible recipient :

- ~~Other employees wh~~Who are suffering from, or ~~who has~~ve a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition;
- Who is a victim of domestic violence, sexual assault, or stalking;
- Who is sick or temporarily disabled because of pregnancy disability;
- Who is on parental leave; or
- ~~W~~An employee who has been called to service in the uniformed services.

The program is intended to extend leave benefits to an employee who otherwise would have to take leave without pay or terminate employment with the district.

The Superintendent or his/her designee is directed to~~will~~ develop procedures for administering a~~to~~ implement a shared leave program. ~~Such a program shall be consistent with state law and regulations and Board adopted Leaves of Absence policies. Such program shall be administered~~ in a manner consistent with state law and applicable collective bargaining agreements.

Cross References: 5021 – Conflicts Between Policy and Bargaining Agreements

Management Resources 2018 – May Policy Issue  
2010 – October Issue  
Policy News, October 2004 Revisions to the State Leave Sharing Program  
Policy News, August 1999 Staff may share personal holiday

Legal References:	RCW 28A.400.380	Leave sharing program
	RCW 41.04.650-665	Leave sharing program-Intent- <del>Definitions-</del>
		<del>Created-When employee may receive leave-</del>
		<del>When employee may transfer accrued-</del>
		<del>leave-Transfer of leave between employees-</del>
		<del>of different agencies</del>
	WAC 392-126-004-104	Finance – Shared Leave

**Adoption Date: 6.18.96**  
**Stanwood-Camano School District**  
**Revised 6.17.03; 02.21.06;**