

ARTICLE 18 – SHARED LEAVE

- 18.1 Shared Leave Program. As permitted by RCW 41.04.650 – 41.04.670 and by University policy, eligible employees may donate accrued annual leave, sick leave, or personal holiday to other eligible state employees who have exhausted, or are about to exhaust, their own paid leave and who have been called to military service; suffer from an extraordinary or severe injury, illness or impairment; is the victim of domestic violence, sexual assault, or stalking; or who have a relative or household member who is suffering from an extraordinary or severe illness, injury, or impairment. Eligibility to donate leave, receive leave, and the administration of the shared leave program will be in accordance with applicable state law. For purposes of this Article, the term relative includes the employee's spouse or state registered domestic partner, child, grandchild, grandparent or parent; the term household member means persons residing in the employee's home who share reciprocal duties of care and financial support with the employee.
- 18.2 Leave Donation. An employee may donate annual leave, sick leave, or personal holiday to another state employee for purposes of the Washington state leave sharing program under the following conditions:
- 18.2.1 The Employee's request to donate leave will not cause his/her annual leave balance to fall below eighty (80) hours. Minimum annual leave balances are pro-rated for employees working less than full-time based upon the percent of FTE.
- 18.2.2 The Employee's request to donate leave will not cause his/her sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.
- 18.2.3 An Employee shall be allowed to donate all or part of his/her personal holiday to an employee authorized to receive shared leave.
- 18.2.4 An Employee may not donate accrued annual leave hours that would otherwise be lost on their next anniversary date, in the month prior to their anniversary date. An Employee may not donate accrued sick leave that would otherwise be lost upon their separation from employment.
- 18.3 Voluntary Donation. No Employee may be intimidated, threatened, or coerced into donating leave for purposes of this program.
- 18.4 Shared Leave Request and Usage. Employees may request and receive and use donated leave as follows:
- 18.4.1 The University will determine the total amount of leave an employee may receive through the shared leave program, provided that no employee shall receive more than two hundred sixty-one (261) days of shared leave.
- 18.4.2 Employees requesting shared leave must provide written justification for the request, which may include medical documentation describing the underlying

need for shared leave and identifying the expected date the employee will be able to return to work.

18.4.3 Employees requesting shared leave because of a call to military service must submit with their request a copy of the military orders verifying the employee's required absence.

18.5 Unused Leave. If the University determines that an employee will not need donated leave, such leave will be returned to donors accrual balances. The hours are proportionately returned to the appropriate type of leave accrual, i.e., annual leave, sick leave, personal holiday. If there are multiple donors, the unused hours are returned to the donors' on a prorated basis.