

GRAYS HARBOR COLLEGE
Operational Policy

Subject: SHARED LEAVE

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Operational Policy Number: 633

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If an employee has exhausted or will shortly exhaust all leave and is in danger of needing to terminate his/her employment, or go on leave without pay status, he/she may apply for the Washington State Shared Leave Program (WAC 357-31-380). Conditions under which this program would be implemented are:

1. The employee has been called to service in the uniformed services;
2. The employee is volunteering with a governmental agency or a nonprofit organization when a state of emergency has been declared within the United States;
3. The employee or a relative or household member is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; or
4. The employee is a victim of domestic violence, sexual assault, or stalking as defined in RCW [41.04.655](#).

Under the shared leave program, leave may be transferred to another employee of Grays Harbor College, or with the approval of the heads of both agencies/institutions, to an employee of another agency or institution.