

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: SHARED LEAVE PROGRAM –All Employees **Page 1 of 4**

Administrative Procedure: 633.01

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What is Shared Leave? If an employee has exhausted or will shortly exhaust all leave and is in danger of needing to terminate his or her employment or go on leave without pay status, he or she may apply for the Washington State Shared Leave Program (RCW 41.04.665 and WAC 357-31-380. The conditions under which this program would apply 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](#).

State employees may participate by donating as well as receiving leave from this program. Any employee accruing annual leave, sick leave or a personal holiday may donate such annual leave for the use of another employee. Any employee accruing sick leave, but not annual leave, may donate sick leave or a personal leave day for the use of another employee. All donations and requests for usage are governed by the outlined procedure below.

Requesting Shared Leave: Employees wishing to use the Washington State Shared Leave Program will submit, prior to approval/disapproval, a medical statement from a licensed physician or health care provider verifying the employee's required absence, the medical problem and expected date of return to work. Employees will request shared leave on a SHARED LEAVE REQUEST FORM (sample attached), available from the Human Resources Office.

Employees requesting/accepting shared leave may not receive more than 522 days per RCW.

Donating to the Shared Leave Program: When employees wish to donate leave to another employee in accordance with WAC 357-31-425, the request will be made on a SHARED LEAVE DONATION FORM (sample attached), available from the Human Resources Office.

- a. Annual Leave. Employees donating annual leave may donate an amount of hours which would not reduce their annual leave balance below ten days (80 hours). They may donate excess annual leave that they would not lose due to an approaching anniversary date.
- b. Sick Leave. Those employees who do not accrue annual leave but do accrue sick leave, (faculty) may donate sick leave, if they have an accrued balance of more than twenty two days (176 hours). Faculty may also donate one or both personal leave days accrued each contract year.

- c. Tracking/Monitoring. Both types of forms, noted above, will be forwarded to the president or his or her designee for approval. The approved forms will be returned to the Human Resources Office. The Human Resources Office will transfer the leave to the receiving employee and notify the Payroll Office by transmittal of all forms. The Payroll Office in Human Resources will maintain all records and provide the tracking function.

References:

Classified staff in the bargaining unit: Article 11 of the Master Contract

Non represented classified staff: WAC 357-41-395