



Policy Name:	Shared Leave
Policy Number:	4727
Applicable Code/Law:	RCW 41.04.650-670, OFM 25.40.10, WAC 357.31.390-455

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide a shared leave program that allows Shoreline Community College employees who accrue leave to donate leave to other Shoreline Community College employees.

An employee may be eligible to receive shared leave if the employee a) suffers from or has an eligible relative or household member who suffers from an extraordinary or severe illness or injury which prevents the individual from working; b) has been called to service for the uniformed services; c) is an emergency volunteer in response to a federal or state declared state of emergency; d) is a victim of domestic violence, sexual assault or stalking or e) for employees who have exhausted accrued leave and are absent due to emergency situations such as communicable disease epidemics.

Donated annual/sick leave becomes shared leave which may then be used in accordance with the regulations governing sick leave. Employees receiving time loss compensation or other types of disability payments are not eligible for shared leave. Shared leave may not be used for bereavement leave. Once written notice of termination is given, an employee may not donate any type of leave they would lose due to termination, whether by voluntary resignation, retirement, and layoff or as a result of disciplinary action.