



# Walla Walla Community College

Policy: Shared Leave

Adopted: June 27, 1990

## Shared Leave Policy

The Washington State Shared Leave Program permits state employees to donate a portion of their accumulated annual and sick leave to co-workers whose regular paid leave has been or will be depleted because of extraordinary or severe illness or because a co-worker has been called to serve in the uniformed services. Walla Walla Community College's Shared Leave Program is administered by the Human Resources Office in compliance with Substitute Senate Bill No. 5933 and House Bill 2266, Department of Personnel rules and OFM regulations governing shared leave.

### **Eligibility to Receive Shared Leave**

A WWCC employee may receive shared leave from another WWCC employee if he/she meets the following criteria:

1. a. The employee suffers from, or has a relative or household member suffering from, an illness, injury, or physical or mental condition which is of an extraordinary or severe nature; or  
b. The employee has been called to serve in the uniformed services.
2. The illness, injury, impairment, condition, or call to service has caused, or is likely to cause the employee to:
  - a. Go on leave-without-pay status; or
  - b. Terminate state employment.
3. The employee's absence and the use of shared leave are justified.
4. The employee has depleted or will shortly deplete his or her:
  - a. Annual leave and sick leave reserves if the employee qualifies under subsection (1a) of this section; or
  - b. Annual leave and paid military leave allowed under RCW 38.40.060 if the employee qualifies under subsection (1b) of this section.
5. The employee has abided by institution rules regarding:
  - a. Sick leave use if the employee qualifies under subsection (1a) of this section; or
  - b. Military leave if the employee qualifies under subsection (1b) of this section.

6. The employee has diligently pursued and been found to be ineligible for benefits under chapter 51.32 RCW (Industrial Insurance) if the employee qualifies under subsection (1a) of this section.

### **Definitions**

Employee includes permanent classified staff members, administrative, exempt and faculty members who accrue sick leave.

Family member is in accordance with WAC 251-07-172 and includes mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, grandparent, grandchild, son, daughter, stepchild, or child in the custody of and residing in the home of an employee.

"Serve in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes activity duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

"Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard, or state active duty, the commission corps of the public health service, the coast guard, and any other category of persons designated by the President of the United States in time of war or national emergency.

Faculty who do not accrue sick leave, retired WWCC employees, and other employees who do not accrue annual or sick leave are not eligible for this program.

Employees who have purchased the State's optional long-term disability program and have enough paid leave accrued to satisfy the waiting period are not eligible to receive shared leave for personal illness.

An employee must exhaust all leave balances including sick leave, annual leave, and personal holiday before receiving shared leave.

An employee is not eligible to receive shared leave if he/she is injured on the job and is eligible for time loss compensation.

An employee may receive up to two hundred sixty-one days of shared leave during his/her tenure of state employment.

An employee receiving shared leave is eligible for all regular benefits and leave accruals while receiving shared leave. Leave accrual earned while receiving shared leave must be used before additional leave is used.

### **Eligibility to Donate Shared Leave**

WWCC classified and exempt employees who accrue annual leave may contribute four or more hours of annual leave to another WWCC employee who is eligible to receive leave. Classified and exempt employees may also donate four or more hours of their personal holiday. WWCC faculty, classified, and exempt employees who accrue sick leave may contribute four or more hours of sick leave to another WWCC employee who is eligible to receive leave. Donations must be made in increments of one hour.

A classified or exempt employee may not donate annual leave which would cause his/her annual leave balance to fall below eighty (80) hours. A classified employee may not donate annual leave hours that would not be taken due to an approaching anniversary date; an administrative or exempt employee may not donate excess annual leave hours that he/she would otherwise lose because they are in excess of the maximum annual leave accrual.

A faculty, classified, or exempt employee who accrues sick leave may not donate leave that will cause his/her sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.

### **Conversion of Donated Hours**

The value of leave transferred shall be based upon the annual leave value of the person receiving the leave. For example, if the gross monthly salary of the leave recipient is \$2,000 and the gross monthly salary of a four-hour leave donor is \$1,000, the recipient would receive two hours of leave at the \$2,000-per-month rate.

### **Return of Unused Shared Leave**

If a receiving employee does not use the shared leave hours, equivalent hours are returned to the donating employee's leave balance.

When the employee receiving shared leave returns to work or when employment with the College is terminated, or when the receiving employee voluntarily stops using the shared leave, any remaining shared leave will revert back to the donating employees. If there are multiple donors, the shared leave that was donated is prorated among those employees.

### **Procedure for Request and Approval of Shared Leave**

#### **Recipient of Shared Leave**

To be eligible to receive shared leave hours, an employee must submit an Application to Receive Shared Leave to the Human Resources Office, accompanied by a written medical verification of the illness from a licensed physician. If the employee is incapacitated, an employee's representative may complete and submit the form for the employee.

The Director of Human Resources or his/her designee reviewed the employee's sick leave use and leave balances to verify that the employee is eligible to receive shared leave. The Director of Human Resources may meet with the employee, the employee's supervisor, and/or department administrator to consider other options, i.e., modified work hours, etc. If the Director of Human Resources determines that the employee is eligible to receive shared leave, he/she forwards the request to the Payroll Supervisor. The Payroll Supervisor reviews the Application to Receive Shared Leave, calculates the employee's hourly rate for payroll records, signs the request, and returns it to the Director of Human Resources, who then forwards the request to the College President for final approval.

### **Donor of Shared Leave**

To be eligible to donate shared leave hours, an employee must submit an Annual Leave/Sick Leave Donation form to the Human Resources Office. The Director of Human Resources or his/her designee reviews the donor's annual leave/sick leave balance to verify that the employee is eligible to donate shared leave. If the Director of Human Resources determines that the employee is eligible to donate leave, he/she forwards the request to the Payroll Supervisor, who calculates the donating employee's hourly rate for records maintained by the payroll office. The Payroll Supervisor then signs the request and returns it to the Director of Human Resources, who forwards the request to the College President for final approval.

### **Shared Leave Records**

Shared leave balances are maintained separately from other leave balances.

Employees receiving shared leave shall report use of such leave on Walla Walla Community College's Report of Absence form.

The Human Resources Office is responsible for reporting Walla Walla Community College's shared leave activity to the Office of Financial Management. The Human Resources Office shall report fiscal information related to shared leave and shall report the nature and number of requests granted and used.