

**WALLA WALLA COMMUNITY COLLEGE  
SHARED LEAVE PROGRAM  
ADMINISTRATIVE PROCEDURE 5840**

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**I. INTRODUCTION**

- A. This Administrative Procedure is written to implement the Washington State Uniform Service Shared Leave Program. The purpose of the program is to allow employees to donate leave to be used as shared leave for any employee who has been called to service in the uniformed services and who meets the requirements of RCW 41.04.665.
- B. RCW 1.04.685 requires each college to develop a written Uniformed Service Shared Leave Pool policy.

**II. ADMINISTRATION**

The Uniformed Service Shared Leave Pool is administered by the Military Department in consultation with the Department of Personnel and the Office of Financial Management (OFM).

**III. ELIGIBILITY REQUIREMENTS**

An employee is eligible to receive shared leave from the Uniformed Service Shared Leave Pool if the employee's monthly military salary is less than the employee's state monthly salary. However, up to eight (8) hours per month may be used from the pool, for the purpose of continuing medical benefits regardless of the employee's state and military salary.

**IV. DONATING LEAVE TO THE POOL**

- A. Employees may request to donate leave as follows:
  - 1. Employees who accrue vacation leave may request to donate vacation leave provided the donation does not:
    - a) Cause the employee's vacation leave balance to fall below eighty (80) hours.
    - b) Consist of excess vacation leave that the donor would not be able to take during the period between the date of the request and the date the employee would otherwise lose the excess vacation balance. For Classified employees, this date is their anniversary date. For Administrative/Exempt employees, this date is December 31st.
  - 2. Employees who accrue vacation leave may request to donate sick leave provided the donation does not cause the employees sick leave balance to go below 176 hours.
  - 3. Employees may donate all or part of their personal holiday.
  - 4. Donations must be made in full hourly increments (no partial hour donations).
- B. Employees who have voluntarily given notice of their intent to end employment or who have been notified by the college that their employment will be ended are ineligible to donate leave.

**V. USE OF POOL LEAVE**

An employee who has been called to service in the uniformed services and is eligible for shared leave under RCW 41.04.665 may request shared leave from the Uniformed Service Shared Leave Pool. Contact the Walla Walla Community College (WWCC) Human Resource Director if you would like to request a shared leave from or to donate to the Uniformed Service Shared Leave Pool.

A. Shared leave received from the Uniformed Service Shared Leave Pool is not included in the 261 day limit specified in RCW 41.04.665.

**VI. ABUSE OF THE POOL**

The WWCC Human Resource Director shall investigate any alleged abuse of the Uniformed Service Shared Leave Pool. On a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool.

**VII. DONATING LEAVE TO A SPECIFIC EMPLOYEE**

Leave donated to the Uniformed Service Shared Leave Pool is withdrawn from the pool by employees according to procedures established by the Military Department. Employees who wish to donate their leave to a specific employee should consider donating leave under the Leave Sharing Program described in RCW 41.04.665. Contact the WWCC Human Resource Director for more information on the Leave Sharing Program.

**VIII. AUTHORITY**

The authority for this Administrative Policy comes from RCW 41.04 and 43.79, WAC Chapter 357-31 and the Board of Trustees Delegation of Authority Policy approved April 20, 2005.

<p><b>Policy Contact:</b> <u>VP of Human Resources</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Steve VanAusdle, President</u></p> <p><b>Date Originally Approved:</b> <u>July 1, 2009</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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