

Mukilteo School District No. 6
MEA Shared Leave Operating Procedures

Subject: Leave Sharing / Leave Sharing Bank

Purpose: This procedure establishes procedures for Leave Sharing, and the Leave Bank

Scope: This procedure applies to employees represented by the MEA bargaining unit in the Mukilteo School District

Eligibility Requirements to Receive Shared Leave:

1. An employee who is eligible for the use of sick leave and that employee suffers from, or has a relative or household member as defined by WAC 392-136A-020 suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition; who is a victim of domestic violence, sexual assault or stalking; who has been called to service in the uniformed services; who is sick or temporarily disabled due to pregnancy disability, or needs up to 16 weeks of parental leave for bonding with newborn or new placement of child; or any other condition as described in WAC 392-136A-030 that is likely to cause the employee to go on leave-without-pay status; or terminate their employment.
2. The employee has depleted, or will shortly deplete, their sick leave reserves and will use all forms of paid leave available to them prior to using shared leave. In cases of disability due to pregnancy or in cases of parental leave, an employee is allowed to keep up to 40 hours of sick leave in reserve.
3. The employee has complied with District rules and the provision of the negotiated agreement regarding the use of sick leave.
4. In the event of a potentially job-related injury, illness, or other impairment, the employee has applied for and been found to be ineligible for industrial insurance benefits.
5. The employee absence and use of shared leave are justified by documentation.
6. The employee has submitted an application to receive shared leave to the Payroll Office that specifies whether they want to receive donated leave from an individual, the MEA Leave Bank or both. The employee has the option of making the request anonymously.

Eligibility Requirements to Donate Shared Leave:

1. Donations of leave can only be made to other employees in the MEA collective bargaining unit or the MEA Shared Leave Bank.
2. A donating staff member must retain a minimum of 22 days of sick leave after the transfer.
3. Donations must be made in increments of the donating employee's contracted workday.
4. The leave donor has voluntarily and without coercion submitted a written and signed request to the Payroll Office to donate sick leave either to a specific employee, the Leave Bank or both.

5. The request must contain the number of days to be donated and the amount to be donated must comply with all regulations.
6. The number of days transferred will not exceed the amount authorized by the donating staff member.

Implementation of Leave Sharing:

1. Leave will be donated on a day-basis rather than a dollar-basis. The recipient will receive the days donated by the donor without regard to their comparative salaries.
2. All Leave Bank requests received in payroll by the 10th of the month (or first workday after the 10th if the 10th falls on a holiday or weekend) will be considered eligible for the MEA shared Leave Bank for that month.
3. All leave donated to the Leave Bank and received in payroll by the 10th of the month (or first workday after the 10th if the 10th falls on a holiday or weekend) will be available for distribution to those eligible for the MEA shared Leave Bank for that month.
4. Shared Leave will be used in the order received. If an employee has requested Shared Leave from the Leave Bank and from individuals, individual donations will be applied before the employee is eligible for distribution from the Shared Leave Bank.
5. The Payroll Office will maintain the records for all Shared Leave, including those for the Leave Bank.
 - a. Total donated hours in Leave Bank on the 10th of the month will be divided by number of eligible shared leave bank recipients on a day/FTE basis.
 - b. Any changes to distribution rules will be made in conjunction with union representative.
6. Unused Shared Leave donated to an individual will be returned to the donors on a pro rata basis, to the extent administratively feasible, once it is determined that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was transferred or for any other qualifying condition as described in WAC 392-136A-030.
7. The Leave Bank will continue from year to year. Leave donated to the Leave Bank will not be returned to the donor.
8. All requests for shared leave, including the number of days to be shared, must be approved by the Superintendent or Superintendent's designee. No employee may be authorized to receive more than two times the number of days in their normal work year.
9. An employee will no longer be eligible to receive shared leave as of the date the Long-Term Disability (LTD) carrier notifies the District that the employee's benefit period has been met and the LTD benefits have become payable.
10. This procedure is intended to comply with WAC 392-136A-010 through 070 and RCW 41.04.650 through 665, the provisions of which are considered to be incorporated into this procedure.

Coordination:

This procedure will be maintained by the Payroll Office. Questions or comments should be directed to the Director of Payroll and Benefits.