

TACOMA PUBLIC SCHOOLS

**REQUEST TO TRANSFER LEAVE**

TO: Director, Human Resources

FROM: Name \_\_\_\_\_

Employee # \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Position \_\_\_\_\_

**REQUEST TO TRANSFER LEAVE**

Under the provision of RCW 41.04, I am requesting that you authorize the transfer of \_\_\_\_\_ hours of sick leave **OR** vacation (*circle one only*) to \_\_\_\_\_ (*Beneficiary name*) at \_\_\_\_\_ (*Beneficiary school/department location*).

I am aware that I must retain a minimum of 22 days of sick leave or 80 hours of vacation to be eligible to participate in the leave sharing program. I have read and understand the criteria on page 2 which will be used in determining my eligibility to participate and how it will affect my sick leave or vacation balances.

Signature \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION OF COPIES FOLLOWING PERSONNEL ACTION:  
Payroll, Beneficiary, Donor, Beneficiary file (if approved), Donor file (if approved), Benefits Office

**HR Administration Use Only**

Leave balance verified by: \_\_\_\_\_ (Initial & Date)  
\_\_\_\_\_ days (Sick Leave) \_\_\_\_\_ hours (Vacation)

\_\_\_\_\_ Request granted \_\_\_\_\_ Request denied

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **REQUEST TO TRANSFER LEAVE**

### **SHARED LEAVE PROGRAM CRITERIA**

#### **RECIPIENT ELIGIBILITY**

Any employee of the Tacoma Public Schools shall be eligible to receive shared leave under the following conditions:

- 1 The employee's job is one in which sick leave and/or vacation can be used and accrued.
- 2 The employee is not eligible for time loss compensation under Chapter 51.32 RCW (workers compensation).
- 3 The employee's use of sick leave has conformed with District policies.
- 4 The employee has exhausted, or will exhaust, his or her sick leave and/or vacation.
- 5 The employee's absence and use of shared leave are justified (see "Documentation" below).
- 6 To be considered eligible for leave sharing, a person's condition must be judged to be extraordinary or severe. WAC 392-126-065, which relates to "leave sharing" legislation, states that extraordinary or severe is defined as "serious or extreme and/or life threatening."
- 7 Eligible employees are responsible for securing leave donations on forms available for this purpose. Such donations will be credited only to the eligible employee's account and will revert to the donor(s) if not utilized by the intended recipient.

#### **DONATION OF SICK LEAVE AND/OR Vacation**

An employee may donate sick leave and/or vacation using the following criteria:

- 1 The employee must be in a job in which sick leave and/or vacation is accrued.
- 2 The employee must have accrued more than 22 days of sick leave or more than 80 hours of vacation.
- 3 Employees may not donate an amount of leave that will result in his or her sick leave account going below 22 days or vacation going below 80 hours.
- 4 All leave must be donated voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating leave.

#### **DOCUMENTATION (WAC 329-126-095)**

The District shall require the employee or his or her legal representative to submit, prior to approval or disapproval, documentation\* from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. \*See Leave Sharing Medical Documentation form (for Request for Shared Leave only).

#### **CALCULATION OF SHARED LEAVE BENEFIT - PRORATION**

The leave recipient shall be paid his or her regular rate of pay; therefore, one hour of shared leave may cover more of less than one hour of the recipient's salary. The dollar value of the leave shall be converted from the donor to the recipient. The leave received shall be coded as shared leave and shall be maintained separately from all other leave balances. In the event that there is unused shared leave, it shall be returned to leave donor(s) on a pro-rated basis.