

Subject:	SHARED LEAVE PROGRAM
Section:	PPG# 2725
Chapter:	Personnel
Effective Date:	2/13/03

1.0 POLICY

- 1.1 McLane/ Black Lake Fire Department provides a Shared Leave Program that allows employees to donate annual leave, sick leave, and/or all of their personal days to eligible employees who must otherwise take leave without pay or terminate due to extraordinary or severe illnesses of themselves, relatives, or household members.

2.0 DEFINITIONS

- 2.1 **Relative:** Employee's spouse, child, stepchild, grandchild, grandparent, stepparent, or parent.
- 2.2 **Household Member:** Those who reside in the same house and have reciprocal duties to, and provide financial support for, one another. This includes foster children and legal wards, even if they do not live in the household. This does not include persons sharing the same house, when the living style is primarily that of a dormitory or commune.

3.0 GUIDELINES

- 3.1 To apply for shared leave, the employee shall forward a written request to the Fire Chief including a brief description of the illness and name of the employee's physician.
- 3.2 When circumstances prevent the employee from submitting these forms, the employee's supervisor may submit them on behalf of the employee.
- 3.3 The Chief shall review the request and decide within 5 working days whether to approve or deny.
- 3.4 The Chief shall notify the employee in writing if the request is approved or denied, and shall forward a copy of approved request, along with donated hour totals and other departmental agency information, to the administrative assistant who shall maintain records of shared leave.

- 3.5** Employees will be eligible to receive shared leave if:
- 3.5.1** The Chief determines the employee meets the criteria.
 - 3.5.2** The employee is not eligible for time-loss compensation (Labor and Industries).
 - 3.5.3** The employee has complied with sick leave policies.
 - 3.5.4** The employee has exhausted all other paid leave.
- 3.6** **The following donation restrictions apply:**
- 3.6.1** Employees may donate any amount of vacation leave, provided 80 hours remain.
 - 3.6.2** Employees cannot donate excess vacation leave they would lose due to an approaching anniversary date.
 - 3.6.3** Employees may donate up to 300 hours of sick leave in a 12-month period, provided 480 hours remain.
 - 3.6.4** Employees may donate all or part of their personal day(s).
- 3.7** The Chief shall determine the amount of donated leave time an employee may receive. The maximum amount of shared leave permitted shall not exceed 2,088 hours.
- 3.8** To donate leave, employees shall forward a written request to the Fire Chief including their full name and the number/type of leave hours being donated.
- 3.9** Normally, unused shared leave will be returned to the donor upon the recipient's return to full-time duty. However, in cases when the recipient is only able to return to work on a part-time basis, or it is determined that the recipient may need more leave in the near future for the same illness/injury, the Fire Chief may permit the unused hours to remain in the shared leave recipient-account until a later date.
- 3.10** NOTE: Shared leave is voluntary. No employee shall be coerced, threatened, intimidated, or financially induced to donate leave for the Shared Leave Program.

4.0 REFERENCES

RCW 41.04.650, 41.04.655, 41.04.660, 41.04.670, 51.32 WAC 356-18-112