

**SHARED LEAVE DONATION FORM  
ANNUAL EMPLOYEES  
Everett Public Schools**

**To: Payroll**

**From:** \_\_\_\_\_  
(Print name of donating employee) (Employee ID#)

**Subject: Request to transfer annual vacation and/or sick leave**

**Note: Employees are eligible to share vacation leave and/or sick leave.  
(Administrators, Custodians, Year Round Secretaries, etc)**

**I am requesting that you authorize me to transfer \_\_\_\_\_ DAYS of my annual vacation  
leave and/or \_\_\_\_\_ HOURS of my sick leave to:**

☐ I wish to donate my leave to \_\_\_\_\_  
(Print name of recipient)

**I am aware that I must retain a minimum balance of ten (10) days of annual vacation leave if I am donating vacation leave or one hundred seventy six (176) hours of sick leave if I am donating sick leave in order to be eligible to participate in the leave sharing program. I have read and understand the criteria (listed on the reverse side of this form) which will be used in determining my eligibility to participate and how it may affect my annual vacation and/or sick leave balances.**

\_\_\_\_\_  
(Employee Signature) (Date)

\_\_\_\_\_  
(Payroll Supervisor/Designee) (Date)

**Reference RCW 28A.400.380, RCW 41.04.650-670 and Board Policy & Procedure 5406  
Note: I am aware that the elimination period for long-term disability is 90 calendar days.**

**PAYROLL USE ONLY**

☐ Request Denied (Notification sent to donor)

Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
(Payroll Supervisor/Designee) (Date)

**LEAVE SHARING DONATION  
ANNUAL EMPLOYEES  
ELIGIBILITY REQUIREMENTS**

The following explanations are to be used to assist you in determining if you are eligible to participate in the leave sharing program:

1. If you accrue annual vacation leave and sick leave, you are eligible to donate annual vacation and/or sick leave to the leave sharing program.
2. Only days in excess of ten (10) days of annual vacation leave or one hundred seventy six (176) hours of sick leave may be used as donation to the leave sharing program. You may donate as many days/hours as you wish, as long as the leave balance does not drop below ten (10) days for annual vacation leave or one hundred seventy six (176) hours for sick leave.
3. A 'day' of annual vacation leave is determined by the length of the donating employee's regularly scheduled work hours per day.
4. The donated sick leave is on an hourly basis. Each hour shall consist of the donating employee's regularly scheduled work day at the time of conversion.
5. The donated annual vacation leave conversion shall be calculated on an hourly basis. Each day shall consist of the donating employee's regularly scheduled work day at the time of conversion.
6. Your annual vacation leave balance will be reduced by the number of days, converted to hours, donated to the leave sharing program.
7. All donated annual vacation leave and/or sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating vacation leave and/or sick leave.
8. Annual vacation leave and sick leave donations will be withdrawn from the donor's leave balance(s) only as needed and used by the designated recipient and/or the shared leave pool. Only those employee's represented by the EEA Collective Bargaining Agreement may donate sick leave to the shared leave pool. All employees may donate leave to a designated recipient.
9. Donations shall be withdrawn in the order received.
10. You will be notified if any or all of your donated leave is not needed by the designated leave recipient, and such excess donations will not be charged against your leave balance.
11. Payroll does not disclose the name of a donating employee to the recipient. All leave donations are kept confidential.
12. Certificated staff may donate sick leave to classified staff and classified staff may donate sick leave and/or vacation to certificated staff.
13. Donation of leave is limited to employees within the same school district.

Any additional questions concerning the donation of leave should be direct to the Payroll Office at (425) 385-4160.