



Administrative Policy No. 18.31.02

Subject: Shared Leave and Leave Pools

Information Contact: Human Resources Division

Authorizing Source: [Chapter 41.06 RCW](#) State Civil Service
[Title 357 WAC](#) Civil Service Rules
[Chapter 357-31 WAC](#) Holidays and Leave

Effective Date: July 1, 2005

Revised: January 27, 2025

Approved By: **Original approved by Wendy Long**
Senior Director, Human Resources Division

Purpose

This policy outlines the Department of Social and Health Services (DSHS) requirements for shared leave procedures and leave pools, supplementing [chapter 357-31 WAC](#).

Scope

This policy applies to all DSHS classified employees not covered by a [collective bargaining agreement](#). All provisions of this policy also apply to civil service exempt employees.

Additional Guidance

[Administrative policies](#)

- 09.16 emergency closures, delayed openings, and suspension of operations
- 18.30.00 holidays and Leave
- 18.30.01 Family and Medical Leave, Paid Family Medical Leave, and parental leave
- 18.40 discipline
- 18.67 workplace domestic violence/reasonable safety
- 18.85 breastfeeding in the workplace
- 18.87 modern and mobile workplace
- 18.88 infants at work program
- 18.90 workplace pregnancy accommodation
- 19.25.09 shared leave
- 19.25.41 foster parent shared leave program

[DSHS 03-220](#) donor shared leave form
[DSHS 03-221](#) recipient shared leave request
[DSHS 03-421](#) leave request
[DSHS 13-652](#) shared leave medical certificate

Definitions:

Classified employee: Employees in Washington general service and Washington management service that are subject to the provisions of Revised Code of Washington, [chapter 41.06 RCW](#).

Exempt employee: An employee who is exempt from the civil service rules, [title 357 WAC](#). DSHS exempt positions are those falling under [RCW 41.06.070](#) and [RCW 41.06.076](#).

Program's approved leave submittal method: Depending on the administration or program, the employee must submit their leave request using the [DSHS 03-421 form](#) or use the approved time and attendance reporting system ([Leave Tracker](#) or SILAS).

Policy

A. [Shared leave](#)

1. An employee may be eligible for shared leave if they meet the criteria in [WAC 357-31-390](#). See also DSHS administrative policy [19.25.09](#) shared leave.
2. The appointing authority or designee determines the amount of leave, if any, that an employee may receive. The amount of shared leave an employee may receive is limited by [WAC 357-31-400](#).
3. The appointing authority or designee is encouraged to consult with their [HRD consultant](#) to consider other methods of accommodating the employee's needs. Other options might include Family and Medical Leave (FMLA), Paid Family Medical leave (PFML), modified duty, modified hours, flextime, or special assignments in place of shared leave.
4. DSHS may seek the documentation allowed under [WAC 357-31-405](#) from an employee seeking shared leave, such as requesting the employee submit a [DSHS 03-221](#) request for shared leave.
5. The appointing authority or designee may deny a request for shared leave regardless of whether the employee meets the criteria for shared leave if the employee has documented attendance issues or leave abuse issues within the last three years.
6. The appointing authority or designee must notify an employee of any denial of a request for shared leave in writing.

7. Donated leave may only be used for the purposes stated in [WAC 357-31-415](#).
8. Shared leave is paid at the rate under [WAC 357-31-420](#).
9. Employees may donate leave as allowed under [WAC 357-31-425](#).
10. Employees with shared leave must use leave in the order prescribed by [WAC 357-31-435](#).
11. Probationary or trial service employees on shared leave must have their probation or trial service extended by the number of days they are on shared leave. [WAC 357-31-440](#).
12. DSHS follows [WAC 357-31-445](#) to address donated shared leave that is unused.

B. Leave pools

1. [Uniformed service shared leave pool](#)

The uniformed service shared leave pool (USSLP) was established to maintain a level of compensation and employee benefits consistent with the amount that an employee would receive if the employee remained in active state service.

- a. Participation by eligible employees to receive shared leave is voluntary. [WAC 357-31-660](#).
- b. Employees may voluntarily donate their leave to be used by an employee who is called to the uniform services.
- c. Employees are eligible to request leave from the USSLP if they are called to service in one of the uniformed services and eligible for shared leave under [RCW 41.04.665](#).
- d. An employee using shared leave under these rules continues to be classified as a state employee and receives the same treatment with respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.
- e. Shared leave received under the USSLP is not included in the 522-day total specified in [RCW 41.04.665](#).
- f. Leave donated under this section is "pooled" and is withdrawn from the pool by eligible employees according to priorities established by the military department. Leave donated cannot be directed to a specific individual. Employees may donate the types of leave specified in [WAC 357-31-685](#).
- g. Employees using USSLP must follow the requirements of [WAC 357-31-687](#) through [WAC 357-31-725](#) on use of leave, providing verification, etc.

2. Veterans in-state service shared leave pool

- a. The Department of Veteran's Affairs (DVA) administers the [veteran's in-state service shared leave pool](#) (VISSLP), established for the purposes under [WAC 357-31-750](#).
- b. The DVA applies the definitions under [WAC 357-31-760](#) to the VISSLP program.
- c. Participation in the VISSLP is voluntary for both donors and participants.
- d. Employees are eligible to request leave from the VISSLP pool if:
 - i. The employee is a veteran and is attending medical appointments or treatments for a service-connected injury or disability; or
 - ii. The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service-connected injury or disability.
- e. An employee using shared leave under the VISSLP receives the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.
- f. Shared leave received under the VISSLP is not included in the 522-day total specified in [RCW 41.04.665](#).
- g. Per [WAC 357-31-790](#), leave may not be donated to a specific individual under VISSLP.
- h. Employees may donate vacation leave, sick leave, or their personal holiday to the VISSLP, per [WAC 357-31-795](#).
- i. Employees accessing the VISSLP must use their accrued leave per [WAC 357-31-797](#) before using VISSLP leave.
- j. DSHS and DVA follow the requirements under [WAC 457-31-800](#) through [815](#) for the VISSLP.
- k. Employees seeking to donate leave to or receive leave from VISSLP must work with their [HRD consultant](#) and appointing authority, designee, or supervisor to coordinate with DVA.
- l. For allegations of abuse of the VISSLP, DSHS and DVA will coordinate investigations.

3. Foster parent shared leave pool – see DSHS administrative policy [19.25.41](#) foster parent shared leave pool