

Administrative Policy No.: 19.25.09

Subject: Shared Leave

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Authorizing Source: State Administrative & Accounting Manual (SAAM)
[Chapter 25.40.10](#), Shared Leave
[Collective Bargaining Agreements](#)
WFSE Article 14
1199NW- SEIU Article 22
Coalition Article 14
Revised Code of Washington
[RCW 41.04.665](#), Leave Sharing Program
[RCW 41.04.670](#), Leave Sharing Program –
Adoption of Rules
Washington Administrative Code
[WAC 357-31-390](#), What criteria does an employee
have to meet to be eligible to receive shared leave?
[WAC 357-31-400](#), How much shared leave may an
employee receive?
[WAC 357-31-445](#), What happens to leave that was
donated under the state leave sharing program and
was not used by the recipient?

Effective Date: March 1, 2017

Revised: NEW

Approved By: original signed by Avanulas (Vann) Smiley
Deputy Secretary, Financial Services Administration

Purpose

This policy is to establish the guidelines, timelines, and payroll procedures for shared leave.

Scope

This policy applies to all Department of Social and Health Services (DSHS) employees that are eligible to donate and receive shared leave. This policy supports the process for the donation of and

the paying of shared leave that has been approved and returning unused balances when shared leave ends.

Additional Guidance

DSHS Administrative Policy [18.31](#), Holidays and Leave

Human Resources Division [Shared Leave Guidelines](#)

Washington Administrative Code

[WAC 357-31-380](#), What is the purpose of the state leave sharing program?

[WAC 357-31-395](#), What definitions apply to shared leave?

[WAC 357-31-440](#), How must employees who are receiving shared leave be treated during their absence?

Revised Code of Washington

[RCW 41.04.650](#), Leave Sharing Program – Intent

[RCW 41.04.655](#), Leave Sharing Program – Definitions

[RCW 41.04.660](#), Leave Sharing Program – Created

Definitions

Appointing Authority is an employee DSHS authorizes to hire and/or terminate staff. The Appointing Authority may delegate this authority.

Donor means an employee who donates leave to another employee.

Donated leave is the dollar value of the leave hours a donor donates through the Shared Leave Program (SAAM).

DSHS Payroll Office is either the office within the Financial Services Administration that processes payroll for DSHS or the institutional payroll offices that process their own payroll.

Employee means an individual in DSHS who:

1. Is paid a salary, or wages, and receives benefits for work performed for the department;
2. Has been issued a state employee identification number;
3. Is recognized as a state employee by the State Human Resources Division; and
4. Is paid through the Human Resource Management System (HRMS).

Recipient means an employee who receives donated leave from another employee.

Shared leave is the donated leave converted to hours by the receiving agency at the recipient's rate of pay. This may be more or less than the literal hours donated depending on the relative salary rates of the respective employees (SAAM).

Timekeeper means an employee who processes all leave and overtime slips and enters leave and overtime hours into the Human Resource Management System (HRMS) to ensure accurate payment to employee.

Policy

I. Requesting Shared Leave

A. DSHS employees seeking shared leave must:

1. Consult with Human Resource Division (HRD) staff to determine shared leave eligibility and requirements.
2. Obtain, complete, and return the Recipient Shared Leave Form (DSHS Form 03-221) and the Medical Certificate (DSHS Form 13-652) to the HRD.

B. Human Resources Division must:

1. Consult with the employee and determine shared leave eligibility.
2. If the employee is eligible, submit the Recipient Shared Leave Form and Medical Certificate to the Appointing Authority for approval.

C. The Appointing Authority or designee, must review, approve or deny the request, and return the shared leave forms to HRD.

If denied, provide the reason(s) for denial in an email to HRD.

D. HRD Representative, Appointing Authority, or designee must notify the employee whether the request for shared leave is approved or denied.

E. HRD Representative must forward the approved Recipient Shared Leave Form to the DSHS Payroll Office.

F. DSHS Payroll Office must process the shared leave request and input into HRMS.

II. Donating and Tracking Leave

A. An employee must complete the Donor Shared Leave Form (DSHS Form 03-220) and submit to HRD to donate leave.

B. Human Resources Division must:

1. Upon receipt of the Donor Shared Leave Form, HRD will determine whether or not the donor meets the criteria to donate leave as described in the HRD “Guidelines for Implementing the State Leave Sharing Program”.
2. If the donor meets the criteria to donate leave, HRD will forward to the DSHS Payroll Office.

C. DSHS Payroll Office must:

1. Calculate and process the hours donated within HRMS.
2. Notify Timekeepers and HRD of the total number of hours donated and received.

D. HRD must notify the recipient and their supervisor of hours received after they are adjusted by the DSHS Payroll Office and remove the names of donors that wish to remain anonymous.

E. Timekeeper(s) must:

1. Enter the hours into the leave tracking system for recipient and donor.
2. Notify the recipient and supervisor that the shared leave has been processed and is ready for use.

III. Shared Leave Donation Timeframe

A. Each approved shared leave request is valid for the period identified on the associated medical certification not to exceed 12 months.

Medical certification must be renewed annually for periods beyond 12 months.

B. Donations must:

1. Be applied to the period of time for which the current medical certificate covers.
2. Not exceed six (6) months retroactively.

C. If the medical certification has lapsed/closed, donations will only be accepted for 30 days following the end of the most recent medical certificate or for 30 days following receipt of a “released to return to work statement” for full time employment prior to medical certification end date.

IV. Returning Shared Leave

A. HRD must notify the DSHS Payroll Office and Timekeeping staff when the medical certificate has expired or when a “released to return to work statement” for full time employment has been received.

B. DSHS Payroll Office must return any shared leave not used by the recipient to the donor after receiving notification from HRD that a shared leave incident/occurrence has ended. DSHS Payroll office has up to 90 days from the date of notification to return any unused leave.