



Administrative Policy No. 19.25.41

Subject: Foster Parent Shared Leave Pool

Information Contact: Office of Accounting Services
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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)
[RCW 41.04.665](#), Leave sharing program
[RCW 41.04.670](#), Leave sharing program adoption of rules
Washington administrative code (WAC)
[WAC 357-31-860](#), Eligibility
[WAC 357-31-875](#), Total amount of shared leave
[WAC 357-31-920](#), Abuse of pool

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Approved By: **Original approved by Richard Pannkuk**
Assistant Secretary / Chief Financial Officer
Facilities, Finance, and Analytics Administration

Purpose

To establish guidelines for the use of the foster parent shared leave pool by Department of Social and Health Services (DSHS) employees. The purpose of the foster parent shared leave pool is to allow any state employee to voluntarily donate their leave to be used as shared leave for any eligible state employee who is a licensed foster parent under RCW 74.15.040 and is caring for a foster child or is preparing to care for a foster child in their home.

Scope

This policy applies to:

1. DSHS employees who are licensed foster parents and are caring for a foster child or preparing to care for a foster child.
2. All DSHS employees who are eligible to donate leave to the foster parent shared leave pool.

Additional Guidance

DSHS administrative policy [18.31](#), Holidays and leave
[Human resources division \(HRD\) shared leave SharePoint](#)
[HRD operational solutions SharePoint](#)

WAC

- [WAC 357-31-835](#), Purpose of the pool
- [WAC 357-31-840](#), Who shall administer the foster parent shared leave pool?
- [WAC 357-31-845](#), Definitions
- [WAC 357-31-850](#), Policy
- [WAC 357-31-855](#), Participation in pool
- [WAC 357-31-865](#), How employees are to be treated in absence
- [WAC 357-31-870](#), Receiving leave restrictions by employer
- [WAC 357-31-873](#), Limit to amount of shared leave
- [WAC 357-31-880](#), Shared leave limits
- [WAC 357-31-885](#), Donating leave to a specific individual
- [WAC 357-31-890](#), Types of leave that can be donated
- [WAC 357-31-895](#), Employee leave rules
- [WAC 357-31-900](#), Salary employee will receive
- [WAC 357-31-905](#), Required documentation
- [WAC 357-31-910](#), Insufficient shared leave balance
- [WAC 357-31-915](#), Restrictions on donating leave
- [WAC 357-31-920](#), Abuse of the foster parent shared leave pool

RCW

[Chapter 41.04 RCW general provisions](#)

Forms

[Foster parent recipient shared leave form DCYF 03-492](#)
[Foster parent donor shared leave form DCYF 03-493](#)

Definitions

Appointing authority is an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees (WAC 357-01-025)

Caring for a foster child means taking a foster child to health care appointments, court appointments, visitation with family members, or any other reasons that sick leave may be used for in WAC 357-31-130. (WAC 357-31-845)

Donor means an employee who donates leave to a shared leave pool or another employee.

Donated leave is the dollar value of the leave hours a donor donates through the shared leave program.

DSHS payroll office is either the office within the Facilities, Finance, and Analytics Administration that processes payroll for DSHS or the institutional payroll offices in Eastern Washington that process their own payroll.

Employee is an employee of the state, including employees of school districts and educational service districts, who are entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained as defined in RCW 41.04.655 and WAC 357-31-845.

Foster parent is an individual licensed through the state who provides care to a minor who was placed in their home by a government or social service agency.

Preparing to care for a foster child means arranging the foster child's or children's living space, enrolling in school, or enrolling in childcare.

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.

Timekeeper means an employee who processes all leave and overtime entries and enters leave and overtime hours into the human resources management system (HRMS) to ensure accurate payment to employees.

Policy

- I. **Administration of the foster parent shared leave (FPSL) pool**
 - A. **The FPSL pool is administered by the Department of Children, Youth, and Families (DCYF) in consultation with the Office of Financial Management (OFM).**
- II. **Donating FPSL**
 - A. **To donate leave to the FPSL pool, an employee must complete the foster parent**

donor shared leave form ([DCYF 03-493](#)).

1. The employee must complete the foster parent donor shared leave form and submit the form to their human resources (HR) consultants to donate leave. Leave donated to the FPSL pool is in a “pool” and cannot be donated to a specific individual.

B. The HR consultant must determine if the donor meets eligibility requirements.

1. Upon receipt of the FPSL form, the HR consultant will determine whether the donor meets the criteria to donate leave. An employee who is eligible to donate leave under WAC 357-31-890 may donate vacation leave, sick leave, and all or part of a personal holiday to the FPSL pool. The requirements to donate are as follows:
 - a. Vacation leave: An employee’s request to donate leave may not cause their vacation leave balance to fall below eighty (80) hours after the transfer.
 - b. Sick leave: An employee’s request to donate leave may not cause their Sick Leave balance to fall below one hundred seventy-six (176) hours after the transfer.
 - c. Personal holiday: An employee may donate all or part of their personal holiday.

If the donor meets the criteria to donate leave, the HR consultant will forward the foster parent donor shared leave form to DSHS payroll office for processing. If the foster parent does not meet the criteria, the HR consultant will return to the parent with an explanation of how they do not meet the criteria.

C. If the donation request is approved, the DSHS payroll office must process the leave donation.

1. Calculate and process the hours donated within HRMS.
2. Notify timekeepers and HR consultants of the total number of hours donated.
3. Process a journal voucher for the donation of the funds to DCYF.

D. If the donation request is approved, the timekeeper(s) must process the reduction in hours.

1. Remove the hours from the leave tracking system for the donor;

2. Notify the donor and their supervisor that the shared leave donation has been processed.

III. Requesting shared leave from the FPSL pool

A. DSHS employees seeking FPSL must consult with [HR operational solutions \(HROS\)](#).

1. Employees are to consult with the HR consultant to determine FPSL eligibility and requirements. An employee is eligible to receive shared leave from the FPSL pool if the employee is currently licensed as a foster parent and is caring for or preparing to care for a foster child.
2. Obtain, complete, and return the foster parent recipient shared leave form with a copy of the employee's foster parent license to HR consultant.

B. HROS will determine if an employee is eligible for FPSL.

1. HROS will consult with the employee and determine their FPSL eligibility.
 - a. To receive shared leave from the pool to **care for** a foster child, the employee must use all compensatory time, recognition leave, and their personal holiday. The employee is not required to deplete all their vacation leave and sick leave. The employee can keep in reserve up to 40 hours of vacation leave and 40 hours of sick leave.
 - b. To receive shared leave from the pool to **prepare for** a foster child, the employee must use all compensatory time, recognition leave, and their personal holiday. The employee cannot use sick leave to prepare for a foster child and may keep their sick leave in reserve. The employee is not required to deplete all of their vacation leave and sick leave. The employee can keep in reserve up to 40 hours of vacation leave and 40 hours of sick leave in reserve. An eligible employee may receive up to five days of shared leave, per occurrence, from the FPSL pool to prepare to accept a foster child in their home.
2. If the employee is eligible, the HR consultant will forward the foster parent recipient shared leave form and copy of the employee's foster parent license to the appointing authority for approval.

C. The appointing authority, or designee, must approve or deny the request to receive shared leave.

1. Appointing authority or designee must review, approve or deny the request, and return the completed form and foster parent license to the HR consultant.
2. If the request for leave is denied, a reason must be provided to the HR consultant in an email at the same time the form and license is returned to HROS.

D. The HR consultant must notify the employee whether the request for foster parent shared leave is approved or denied.

E. If approved, HR consultants must forward the foster parent recipient shared leave form to DCYF.

F. Once funds have been received from DCYF, the DSHS payroll office must process the transaction and notify applicable parties, as indicated below.

1. When the monies are received from the shared leave pool, the payroll office will:
 - a. Process the shared leave request in HRMS;
 - b. Notify timekeeping to update leave tracker;
 - c. Notify the HR consultant to let the employee know their leave request has been processed.

IV. FPSL donation timeframe

A. Each approved FPSL request is valid for a specified period of time.

1. Approved requests are valid for either:
 - a. The period identified on the associated foster parent license or,
 - b. Renewed annually for periods beyond 12 months.
2. Approved requests may not exceed six (6) months retroactively.

V. Returning FPSL

A. DSHS payroll office must return any leave not used by the recipient.

1. After receiving notification from the HR consultant, the payroll office will return any unused leave to the FPSL pool;
2. The office has up to 90 days from the date of notification to return any unused leave.

VI. Abuse of the FPSL pool

A. Employees with an active FPSL period must report revocation of their foster parent license certifications.

1. As was certified to on the foster parent recipient shared leave form, the employee must report their loss of eligibility as a licensed foster parent to their HR consultant and provide timely documentation. Failure to do so may result in a salary overpayment.

B. DSHS or DCYF must investigate any alleged abuse of the FPSL pool.

1. If a case of potential abuse of the pool arises and requires investigation, the lead agency will be determined at that time. DSHS will coordinate with DCYF to meet the required needs of both agencies.
2. On a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool.