Administrative Policy No. 19.25.41

Subject: Foster Parent Shared Leave Pool

Information Contact: Office of Accounting Services
Chief, (360) 664-5716

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

Effective Date: June 14, 2018

Revised: NEW

Approved By: Original signed by Judy Fitzgerald
Assistant Secretary/Chief Financial Officer
Facilities, Finance, and Analytics Administration

Purpose

To establish the guidelines for the utilization of the Foster Parent Shared Leave Pool. 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 pursuant to 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 Department of Social and Health Services (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 Guidelines

WAC

WAC 357-31-835, Purpose of the Pool
WAC 357-31-840, Who will Administer
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

RCW

Chapter 41.04 General Provisions

Definitions

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

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

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 Facilities, Finance and Analytics Administration (FFA) 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 HRD; and

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

Preparation to Care for a Foster Child means arranging the foster child’s or children’s living space, enrolling in school, and/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 (SAAM).

Timekeeper means an employee who processes all leave and overtime slips and enters leave and overtime hours into HRMS to ensure accurate payment to employee.

Policy

I. Administration of the Foster Parent Shared Leave Pool

A. The Foster Parent Shared Leave Pool will be administered by DSHS in consultation with the Office of Financial Management (OFM).

B. DSHS Payroll will reconcile the funds on a quarterly basis to ensure that the funds allotted to an employee were used. Any unused funds must be returned to the pool.

C. If funds in the pool fall below $50,000, DSHS will partner with OFM to send out a request for donations.

II. Donating and Tracking Foster Parent Shared Leave

A. An employee must complete the Foster Parent Donor Shared Leave Form (DSHS Form 03-493) and submit to HRD to donate leave. Note: Leave donated to the Foster Parent Shared Leave Pool is in a “pool” and cannot be donated to a specific individual.
B. **Human Resources Division must:**

1. Upon receipt of the Foster Parent Donor Shared Leave Form (03-493), 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”. 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 Foster Parent Shared Leave 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.

2. If the donor meets the criteria to donate leave, HRD will forward the Foster Parent Donor Shared Leave Form (DSHS Form 03-493) 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. **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. **Requesting Shared Leave from the Foster Parent Shared Leave Pool**

A. **DSHS employees seeking Foster Parent Shared Leave must:**

1. Consult with HRD staff to determine Foster Parent Shared Leave eligibility and requirements. An employee is eligible to receive Shared Leave from the Foster Parent Shared Leave 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 (DSHS Form 03-492) and copy of foster parent license to HRD.
B. **HRD must:**

1. Consult with the employee and determine Foster Parent Shared Leave eligibility.
   
   a. To receive Shared Leave from the pool to care for a foster child, the employee must exhaust all compensatory time, recognition leave, and their Personal Holiday. The employee is not required to deplete all of their Vacation Leave and Sick Leave and can maintain up to 40 hours of Vacation Leave and 40 hours of Sick Leave in reserve.
   
   b. To receive Shared Leave from the pool to prepare for a foster child, the employee must exhaust 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 and can maintain 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 Foster Parent Shared Leave Pool to prepare to accept a foster child in their home.

2. If the employee is eligible, submit the Foster Parent Recipient Shared Leave Form (DSHS Form 03-492) and copy of foster parent license to the Appointing Authority for approval.

C. **The Appointing Authority or designee, must review, approve or deny the request, and return the Foster Parent Recipient Shared Leave Form (DSHS Form 03-492) and foster parent license 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 Foster Parent Shared Leave is approved or denied.**

E. **HRD Representative must forward the approved Foster Parent Recipient Shared Leave Form (DSHS Form 03-492) to the DSHS Payroll Office.**

F. **DSHS Payroll Office must process the Shared Leave request and input into HRMS.**

**IV. Foster Parent Shared Leave Donation Timeframe**

A. Each approved Foster Parent Shared Leave request is valid for the period identified on the associated foster parent license.

B. Foster Parent Shared Leave requests need to be renewed annually for periods beyond 12 months.
C. **Donations must:**

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

V. **Returning Foster Parent Shared Leave**

A. DSHS Payroll Office must return any Foster Parent Shared Leave not used by the recipient to the Foster Parent Shared Leave Pool after receiving notification from HR of the agency involved that a Foster Parent Shared Leave incident/occurrence has ended and leave remains. DSHS Payroll Office has up to 90 days from the date of notification to return any unused leave.

VI. **Use of the Foster Parent Shared Leave Pool**

A. If funds are not available in the pool, the request will be denied.

B. Requests will be processed within DSHS Payroll as “first-in, first-out” based on the date and time of receipt of the approved request.

C. To prepare to accept a foster child, eligible employees may receive up to 5 days of Foster Parent Shared Leave per occurrence. Individual programs must monitor this usage.

D. Employees may utilize the pool up to a total maximum of 522 days based on an 8-hour day during their total state employment. DSHS must monitor the overall usage.

E. Individual programs must approve and submit the request for Shared Leave to DSHS Payroll. Prior to approving the request, the individual agencies should contact DSHS Payroll via email to ensure that there are adequate funds in the pool to cover the request.

VII. **Abuse of the Foster Parent Shared Leave Pool**

A. DSHS must investigate any alleged abuse of the Foster Parent Shared Leave Pool.

B. On a finding of wrongdoing, the employee may be required to repay all of the Foster Parent Shared Leave received from the pool.