

WAC 357-31-425 What types of leave can an employee donate for the purposes of the state leave sharing program? An employee may donate vacation leave, sick leave, or all or part of a personal holiday to another employee for purposes of the state leave sharing program under the following conditions:

(1) Vacation leave: The donating employee's employer approves the employee's request to donate a specified amount of vacation leave to an employee authorized to receive shared leave and the full-time employee's request to donate leave will not cause the employee's vacation leave balance to fall below 80 hours after the transfer. For part-time employees, requirements for vacation leave balances are prorated.

(2) Sick leave: The donating employee's employer approves the employee's request to donate a specified amount of sick leave to an employee authorized to receive shared leave and the employee's request to donate leave will not cause the employee's sick leave balance to fall below 176 hours after the transfer.

(3) Personal holiday: The donating employee's employer approves the employee's request to donate all or part of the employee's personal holiday to an employee authorized to receive shared leave.

Any portion of a personal holiday that is accrued, donated as shared leave, and then returned during the same calendar year to the donating employee, may be taken by the donating employee.

[Statutory Authority: RCW 41.06.133. WSR 26-08-085, s 357-31-425, filed 3/31/26, effective 5/1/26. Statutory Authority: Chapter 41.06 RCW. WSR 05-08-139, § 357-31-425, filed 4/6/05, effective 7/1/05.]