

WENATCHEE SCHOOL DISTRICT NO. 246 LEAVE TRANSFER REQUEST

Name _____
(Employee Name – Please Print)

Building _____

An employee may be eligible to receive shared leave if the School District Superintendent or Designee has determined the employee meets the following criteria:

- (1) The employee:
 - (a) Suffers from, or has a relative (spouse, registered domestic partner, child, grandchild, grandparent or parent) or household member suffering from, an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature;
 - (b) Has been called to service in the uniformed services;
 - (c) A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has the needed skills to assist in responding to the emergency or its aftermath and volunteers their services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;
 - (d) Is a victim of domestic violence, sexual assault or stalking as defined in RCW [41.04.655](#);
 - (e) Is a current member of the uniformed services or is a veteran as defined under RCW [41.04.005](#), and is attending medical appointments or treatments for a service connected injury or disability;
 - (f) Is a spouse of a current member of the uniformed services or a veteran as defined under RCW [41.04.005](#), who is attending medical appointments or treatments for a service connected injury or disability and requires assistance while attending appointments or treatments;
 - (g) Needs the time for parental leave as defined in WAC [357-31-395](#)(3); or
 - (h) Is sick or temporarily disabled because of a pregnancy disability as defined in WAC [357-31-395](#)(4).
- (2) The condition(s) listed in subsection (1) of this section is likely to cause, the employee to go on leave without pay status or terminate state employment.
- (3) The employee's absence and the use of shared leave are justified.
- (4) The employee has depleted or will shortly deplete leave in accordance with WAC [357-31-435](#). If the employee qualifies under subsection (1)(g) or (h) of this section the employee is not required to deplete all of their vacation leave or sick leave in accordance with WAC [357-31-435](#). The employee is not required to deplete all their accrued vacation leave and sick leave and can maintain up to forty hours of vacation leave and forty hours of sick leave.
- (5) The employee has abided by employer rules regarding:
 - (a) Sick leave use if the employee qualifies under subsection (1)(a), (d), (g), or (h) of this section; or
 - (b) Military leave if the employee qualifies under subsection (1)(b) of this section.
- (6) If the illness or injury is work-related and the employee has diligently pursued and been found to be ineligible for benefits under chapter [51.32](#) RCW if the employee qualifies under subsection (1)(a) of this section.

Reason:

Signature _____

Date _____

APPROVAL PROCESS

Collective bargaining Unit Name _____

	Yes	No	Signature	Date
Collect Bargaining Unit Rep _____	_____	_____	_____	_____
HR Administrator Approval _____	_____	_____	_____	_____

Send the approved leave transfer request form to the payroll department.
The collective bargaining President will notify members of approved leave transfer request and distribute leave transfer forms.