Royal School District employees are eligible to receive shared leave if they are suffering from or have a relative or household member suffering from a serious or extreme and/or life threatening illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to go on leave without pay status or terminate employment. Employees may access shared leave under the following conditions:

- The employee's job is one in which annual and/or sick leave can be used and accrued.
- The employee is not eligible for time loss compensation RCW Chapter 51.32.
- The employee has exhausted, or will exhaust his/her annual leave and/or sick leave and has abided by District policies regarding the use of sick leave.
- The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate district employment.
- All forms of paid leave available for use by the employee must be used prior to using shared leave.

Name of person requesting shared leave: ______________________________________

Please describe reasons for absence and anticipated date of return to work: ______________________________________

Projected date when available leave will be exhausted: _____________________________

I understand that prior to approval of this request, the District must receive documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

I further understand that, if approved, the request for leave donations must be distributed by the Human Resources department only and cannot be made to individual employees by me, as the applicant.

(Employee Signature) ______________________________________ (Date) ______________

(For Office Use Only)

Approved ☐
Not Approved ☐

(Director Signature) _____________________________ (Date) ______________________

IN THIS PROCESS, PRIVACY CANNOT BE GUARANTEED