

Shared Paid Sick Leave Program (WAC 296-128-710), to go in Employee Handbook

The shared paid sick leave program provides employees the opportunity to receive and use donated paid sick leave, and to donate their paid sick leave to other employees.

To Apply

Employees must apply to receive/donate shared paid sick leave through the Hamlet House resident manager. Employees must retain 24 hours of paid sick leave for themselves.

An employee is eligible to apply for and use shared paid sick leave 90 calendar days after the start of employment.

If an employee wishes to participate in the shared paid sick leave program, the employee must complete the *Employee Request to Receive Shared Paid Sick Leave* form or complete the *Employee Request to Donate Paid Sick Leave* form, and provide the form to the Hamlet House resident manager.

The Hamlet House resident manager is responsible for:

- Ensuring employees meet the eligibility criteria for receiving and donating shared paid sick leave;
- Approving requests to receive/donate shared paid sick leave; and
- Monitoring the use of shared paid sick leave.

Donated Paid Sick Leave

Donated paid sick leave will be recorded as if the donating employee had used the time, and will reduce the donating employee's available balance of paid sick leave.