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ARTICLE 23: SHARED LEAVE

23.1.

The purpose of this article is to inform employees of the basic provision of the leave-sharing program established by RCW 41.04.650- 41.04-670, as now or hereafter amended. In the event that there is any question as to leave sharing eligibility, entitlement or definition of terms, the language of the Revised Code of Washington is definitive.

The leave sharing program permits eligible state employees to donate a portion of their paid time off to financially aid other state employees who will need to take a leave of absence without pay or separate from employment because the employee:

- Has a severe or extraordinary illness; or,
- Has caregiver responsibilities for a relative or household member with a severe or extraordinary illness; or,
- Is serving as an approved emergency worker; or,
- Is voluntarily or involuntarily serving in one of the uniformed services; of the United States, or,
- Is a victim of domestic violence, sexual assault, stalking, hate crime; or
- Is temporarily disabled due to a pregnancy-related medical condition or miscarriage; or,
- Is taking parental leave to bond with and care for their newborn, adoptive or foster child, for a period of up to sixteen (16) weeks after birth or placement; or,
- Is legally authorized to work in the United States under federal law and the employee's absence from work is due to the involvement of the employee or employee's relative or household member in an immigration enforcement action (as defined in RCW 41.04).

23.2. Shared Leave Program.
The shared leave program is administered consistent with state law and University policy. Employees seeking to request shared leave or to donate shared leave to another employee will follow the request procedures that the ~~Human Resources Department~~UWHR publishes for that purpose.

https://hr.uw.edu/ops/leaves/shared-leave-options/shared-leave/

23.3.

Shared leave donations must be a minimum of four (4) hours, however, shared leave may be used in any increment.

23.4

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An employee who is approved for shared leave may request that the Employer notify others in their department or work unit that they are approved for shared leave and accepting donations.

23.54. WA State Shared Leave Pool Programs:
In accordance with state law and University Policy, eligible state employees may donate leave to the following shared leave pool programs:

- Uniformed Services Shared Leave Pool Program
- Foster Parent Shared Leave Pool Program
- Veterans' In-State Service Shared Leave Pool Program

Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens 530E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/16/2026	Date: 9/16/2026