

CERTIFICATION OF ENROLLMENT

**SUBSTITUTE HOUSE BILL 1507**

Chapter 25, Laws of 2007

60th Legislature  
2007 Regular Session

SHARED LEAVE--UNIFORMED SERVICES

EFFECTIVE DATE: 10/01/07

Passed by the House February 12, 2007  
Yeas 96 Nays 0

FRANK CHOPP

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**Speaker of the House of Representatives**

Passed by the Senate April 2, 2007  
Yeas 46 Nays 0

BRAD OWEN

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**President of the Senate**

Approved April 10, 2007, 11:26 a.m.

CHRISTINE GREGOIRE

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**Governor of the State of Washington**

CERTIFICATE

I, Richard Nafziger, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1507** as passed by the House of Representatives and the Senate on the dates hereon set forth.

RICHARD NAFZIGER

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**Chief Clerk**

FILED

April 10, 2007

**Secretary of State  
State of Washington**

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**SUBSTITUTE HOUSE BILL 1507**

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Passed Legislature - 2007 Regular Session

**State of Washington                      60th Legislature                      2007 Regular Session**

**By** House Committee on State Government & Tribal Affairs (originally sponsored by Representatives Seaquist, Bailey, Schual-Berke, Green, Kenney, Williams, Conway, Ericks, Lantz, Darneille, Linville, Moeller, Kelley, Morrell and Rolfes; by request of Governor Gregoire)

READ FIRST TIME 01/26/07.

1            AN ACT Relating to shared leave for state employees in the  
2 uniformed services; amending RCW 41.04.665; adding a new section to  
3 chapter 41.04 RCW; adding a new section to chapter 43.79 RCW; and  
4 providing an effective date.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6            NEW SECTION.    **Sec. 1.** A new section is added to chapter 41.04 RCW  
7 to read as follows:

8            (1) The uniformed service shared leave pool is created to allow  
9 employees to donate leave to be used as shared leave for any employee  
10 who has been called to service in the uniformed services and who meets  
11 the requirements of RCW 41.04.665. Participation in the pool shall, at  
12 all times, be voluntary on the part of the employee. The military  
13 department, in consultation with the department of personnel and the  
14 office of financial management, shall administer the uniformed service  
15 shared leave pool.

16            (2) Employees as defined in subsection (10) of this section who are  
17 eligible to donate leave under RCW 41.04.665 may donate leave to the  
18 uniformed service shared leave pool.

1 (3) An employee as defined in subsection (10) of this section who  
2 has been called to service in the uniformed services and is eligible  
3 for shared leave under RCW 41.04.665 may request shared leave from the  
4 uniformed service shared leave pool.

5 (4) It shall be the responsibility of the employee who has been  
6 called to service to provide an earnings statement verifying military  
7 salary, orders of service, and notification of a change in orders of  
8 service or military salary.

9 (5) Shared leave under this section may not be granted unless the  
10 pool has a sufficient balance to fund the requested shared leave for  
11 the expected term of service.

12 (6) Shared leave paid under this section, in combination with  
13 military salary, shall not exceed the level of the employee's state  
14 monthly salary.

15 (7) Any leave donated shall be removed from the personally  
16 accumulated leave balance of the employee donating the leave.

17 (8) An employee who receives shared leave from the pool is not  
18 required to recontribute such leave to the pool, except as otherwise  
19 provided in this section.

20 (9) Leave that may be donated or received by any one employee shall  
21 be calculated as in RCW 41.04.665.

22 (10) As used in this section:

23 (a) "Employee" has the meaning provided in RCW 41.04.655, except  
24 that "employee" as used in this section does not include employees of  
25 school districts and educational service districts.

26 (b) "Service in the uniformed services" has the meaning provided in  
27 RCW 41.04.655.

28 (c) "Military salary" includes base, specialty, and other pay, but  
29 does not include allowances such as the basic allowance for housing.

30 (d) "Monthly salary" includes monthly salary and special pay and  
31 shift differential, or the monthly equivalent for hourly employees.

32 "Monthly salary" does not include:

- 33 (i) Overtime pay;
- 34 (ii) Call back pay;
- 35 (iii) Standby pay; or
- 36 (iv) Performance bonuses.

37 (11) The department of personnel, in consultation with the military  
38 department and the office of financial management, shall adopt rules

1 and policies governing the donation and use of shared leave from the  
2 uniformed service shared leave pool, including definitions of pay and  
3 allowances and guidelines for agencies to use in recordkeeping  
4 concerning shared leave.

5 (12) Agencies shall investigate any alleged abuse of the uniformed  
6 service shared leave pool and on a finding of wrongdoing, the employee  
7 may be required to repay all of the shared leave received from the  
8 uniformed service shared leave pool.

9 (13) Higher education institutions shall adopt policies consistent  
10 with the needs of the employees under their respective jurisdictions.

11 **Sec. 2.** RCW 41.04.665 and 2003 1st sp.s. c 12 s 3 are each amended  
12 to read as follows:

13 (1) An agency head may permit an employee to receive leave under  
14 this section if:

15 (a)(i) The employee suffers from, or has a relative or household  
16 member suffering from, an illness, injury, impairment, or physical or  
17 mental condition which is of an extraordinary or severe nature; or

18 (ii) The employee has been called to service in the uniformed  
19 services;

20 (b) The illness, injury, impairment, condition, or call to service  
21 has caused, or is likely to cause, the employee to:

22 (i) Go on leave without pay status; or

23 (ii) Terminate state employment;

24 (c) The employee's absence and the use of shared leave are  
25 justified;

26 (d) The employee has depleted or will shortly deplete his or her:

27 (i) Annual leave and sick leave reserves if he or she qualifies  
28 under (a)(i) of this subsection; or

29 (ii) Annual leave and paid military leave allowed under RCW  
30 38.40.060 if he or she qualifies under (a)(ii) of this subsection;

31 (e) The employee has abided by agency rules regarding:

32 (i) Sick leave use if he or she qualifies under (a)(i) of this  
33 subsection; or

34 (ii) Military leave if he or she qualifies under (a)(ii) of this  
35 subsection; and

36 (f) The employee has diligently pursued and been found to be

1 ineligible for benefits under chapter 51.32 RCW if he or she qualifies  
2 under (a)(i) of this subsection.

3 (2) The agency head shall determine the amount of leave, if any,  
4 which an employee may receive under this section. However, an employee  
5 shall not receive a total of more than two hundred sixty-one days of  
6 leave, except that shared leave received under the uniformed service  
7 shared leave pool in section 1 of this act is not included in this  
8 total.

9 (3) An employee may transfer annual leave, sick leave, and his or  
10 her personal holiday, as follows:

11 (a) An employee who has an accrued annual leave balance of more  
12 than ten days may request that the head of the agency for which the  
13 employee works transfer a specified amount of annual leave to another  
14 employee authorized to receive leave under subsection (1) of this  
15 section. In no event may the employee request a transfer of an amount  
16 of leave that would result in his or her annual leave account going  
17 below ten days. For purposes of this subsection (3)(a), annual leave  
18 does not accrue if the employee receives compensation in lieu of  
19 accumulating a balance of annual leave.

20 (b) An employee may transfer a specified amount of sick leave to an  
21 employee requesting shared leave only when the donating employee  
22 retains a minimum of one hundred seventy-six hours of sick leave after  
23 the transfer.

24 (c) An employee may transfer, under the provisions of this section  
25 relating to the transfer of leave, all or part of his or her personal  
26 holiday, as that term is defined under RCW 1.16.050, or as such  
27 holidays are provided to employees by agreement with a school  
28 district's board of directors if the leave transferred under this  
29 subsection does not exceed the amount of time provided for personal  
30 holidays under RCW 1.16.050.

31 (4) An employee of an institution of higher education under RCW  
32 28B.10.016, school district, or educational service district who does  
33 not accrue annual leave but does accrue sick leave and who has an  
34 accrued sick leave balance of more than twenty-two days may request  
35 that the head of the agency for which the employee works transfer a  
36 specified amount of sick leave to another employee authorized to  
37 receive leave under subsection (1) of this section. In no event may  
38 such an employee request a transfer that would result in his or her

1 sick leave account going below twenty-two days. Transfers of sick  
2 leave under this subsection are limited to transfers from employees who  
3 do not accrue annual leave. Under this subsection, "sick leave" also  
4 includes leave accrued pursuant to RCW 28A.400.300(2) or 28A.310.240(1)  
5 with compensation for illness, injury, and emergencies.

6 (5) Transfers of leave made by an agency head under subsections (3)  
7 and (4) of this section shall not exceed the requested amount.

8 (6) Leave transferred under this section may be transferred from  
9 employees of one agency to an employee of the same agency or, with the  
10 approval of the heads of both agencies, to an employee of another state  
11 agency. However, leave transferred to or from employees of school  
12 districts or educational service districts is limited to transfers to  
13 or from employees within the same employing district.

14 (7) While an employee is on leave transferred under this section,  
15 he or she shall continue to be classified as a state employee and shall  
16 receive the same treatment in respect to salary, wages, and employee  
17 benefits as the employee would normally receive if using accrued annual  
18 leave or sick leave.

19 (a) All salary and wage payments made to employees while on leave  
20 transferred under this section shall be made by the agency employing  
21 the person receiving the leave. The value of leave transferred shall  
22 be based upon the leave value of the person receiving the leave.

23 (b) In the case of leave transferred by an employee of one agency  
24 to an employee of another agency, the agencies involved shall arrange  
25 for the transfer of funds and credit for the appropriate value of  
26 leave.

27 (i) Pursuant to rules adopted by the office of financial  
28 management, funds shall not be transferred under this section if the  
29 transfer would violate any constitutional or statutory restrictions on  
30 the funds being transferred.

31 (ii) The office of financial management may adjust the  
32 appropriation authority of an agency receiving funds under this section  
33 only if and to the extent that the agency's existing appropriation  
34 authority would prevent it from expending the funds received.

35 (iii) Where any questions arise in the transfer of funds or the  
36 adjustment of appropriation authority, the director of financial  
37 management shall determine the appropriate transfer or adjustment.

1 (8) Leave transferred under this section shall not be used in any  
2 calculation to determine an agency's allocation of full time equivalent  
3 staff positions.

4 (9) The value of any leave transferred under this section which  
5 remains unused shall be returned at its original value to the employee  
6 or employees who transferred the leave when the agency head finds that  
7 the leave is no longer needed or will not be needed at a future time in  
8 connection with the illness or injury for which the leave was  
9 transferred. To the extent administratively feasible, the value of  
10 unused leave which was transferred by more than one employee shall be  
11 returned on a pro rata basis.

12 (10) An employee who uses leave that is transferred to him or her  
13 under this section may not be required to repay the value of the leave  
14 that he or she used.

15 NEW SECTION. **Sec. 3.** A new section is added to chapter 43.79 RCW  
16 to read as follows:

17 The uniformed service shared leave pool account is created in the  
18 custody of the state treasurer. All receipts from leave donated under  
19 the uniformed service shared leave pool under section 1 of this act and  
20 any moneys appropriated or otherwise provided must be deposited into  
21 the account. Expenditures from the account may be used only for  
22 providing shared leave to employees under the uniformed service shared  
23 leave pool. Only the adjutant general or his or her designee may  
24 authorize expenditures from the account. The account is not subject to  
25 allotment procedures under chapter 43.88 RCW, and no appropriation is  
26 required for expenditures.

27 NEW SECTION. **Sec. 4.** If any provision of this act or its  
28 application to any person or circumstance is held invalid, the  
29 remainder of the act or the application of the provision to other  
30 persons or circumstances is not affected.

31 NEW SECTION. **Sec. 5.** This act takes effect October 1, 2007.  
Passed by the House February 12, 2007.  
Passed by the Senate April 2, 2007.  
Approved by the Governor April 10, 2007.  
Filed in Office of Secretary of State April 10, 2007.