

WAC 357-31-435 Must employees use their own leave before using shared leave?

(1) Employees who qualify for shared leave under WAC 357-31-390 (1)(a) must first use all compensatory time, recognition leave as described in WAC 357-31-565, personal holiday, sick leave and vacation leave that they have accrued before using shared leave.

(2) Employees who qualify for shared leave under WAC 357-31-390 (1)(b) must first use all of their compensatory time, recognition leave as described in WAC 357-31-565, personal holiday, accrued vacation leave and paid military leave allowed under RCW 38.40.060 before using shared leave.

(3) Employees who qualify for shared leave under WAC 357-31-390 (1)(c) and (d) must first use all compensatory time, recognition leave as described in WAC 357-31-565, personal holiday and vacation leave that they have accrued before using shared leave.

(4) Employees who qualify for shared leave under WAC 357-31-390 (1)(e) or (f) must first use all leave as described in WAC 357-31-797.

(5) Employees who qualify for shared leave under WAC 357-31-390 (1)(g) and/or (h) must first use all accrued compensatory time, recognition leave as described in WAC 357-31-565 and personal holiday before using shared leave. The employee is not required to deplete all of their accrued vacation leave and sick leave and can maintain up to forty hours of vacation leave and forty hours of sick leave.

[Statutory Authority: Chapter 43.01 RCW. WSR 18-17-130, § 357-31-435, filed 8/20/18, effective 9/21/18. Statutory Authority: Chapter 41.06 RCW. WSR 15-11-102, § 357-31-435, filed 5/20/15, effective 6/22/15; WSR 11-23-052, § 357-31-435, filed 11/10/11, effective 12/13/11; WSR 10-23-040, § 357-31-435, filed 11/10/10, effective 12/13/10; WSR 08-15-043, § 357-31-435, filed 7/11/08, effective 10/1/08; WSR 08-07-063, § 357-31-435, filed 3/17/08, effective 4/18/08; WSR 05-08-139, § 357-31-435, filed 4/6/05, effective 7/1/05.]