

WAC 357-31-575 Must an agency have a written policy regarding sick leave pools? Prior to creating a sick leave pool, an agency that decides to participate in the sick leave pool program must appoint an administrator for each sick leave pool and develop a written policy which at a minimum addresses:

- (1) Eligibility requirements for employees who wish to participate;
- (2) Enrollment process including when open enrollment will occur;
- (3) Amount of sick leave an employee must initially contribute to become a participant;
- (4) Amount of sick leave a participating employee must contribute when a pool becomes depleted;
- (5) When a pool will be considered to be "depleted";
- (6) What happens when a participating employee does not have enough leave to contribute to the pool;
- (7) The process and criteria that will be used when a sick leave pool participant needs to withdraw sick leave from the pool;
- (8) What happens when there is not enough leave in a pool to cover pool participants' requests to withdraw leave;
- (9) The manner in which alleged abuse of the sick leave pool will be investigated and what actions will be taken if it has been determined that abuse has occurred;
- (10) The manner in which employees can request an internal review of a finding of wrongdoing under subsection (9) of this section;
- (11) Transferring of sick leave credits when a pool participant moves from one pool to another pool; and
- (12) What happens to leave credits that are in a pool if the pool is disbanded.

[Statutory Authority: Chapter 41.06 RCW. WSR 07-11-095, § 357-31-575, filed 5/16/07, effective 7/1/07.]