

**SPOKANE REGIONAL HEALTH DISTRICT
HUMAN RESOURCES SERVICES**

WSNA NEGOTIATION SHARED LEAVE ACCOUNT

SHARED LEAVE DONATION

Employee Donating Leave (Donor): _____

Amount of Accrued Vacation Leave (Unused Balance): _____

Amount of Vacation Leave to be Donated (In Full hours): _____

SHARED LEAVE REQUEST

Employee Requesting Negotiation Shared Leave: _____

Date(s) Leave Requested: _____ **Total Hours Requested:** _____

Less Than 1.0 FTE: **Shared Leave – WSNA Hourly** \$ _____
1.0 FTE: **Shared Leave – WSNA Salary** \$ _____

Employee Signature: _____ **Date:** _____

Human Resources Received _____ **Date:** _____

SRHD Payroll Use Only

Donor's Hourly Salary: \$ _____ **Conversion of Actual Hours Donated:** \$ _____

Pay Period Hours deducted: _____

Recipient's Hourly Salary \$ _____ **Total Hours Received** _____

Total Value \$ _____

Instructions

District employees who wish to help defray time-loss of regularly scheduled work for members of the extended WSNA bargaining team may donate to the Bargaining Shared Leave Account. Contributions to this account are voluntary and all donations will be made to Human Resources (HR) on a totally anonymous basis.

Donation of Shared Leave Hours

- Vacation hours only shall be donated in full hour increments.
 - Donor eligibility: All donors must have and keep a minimum of 40 hours accrued in their vacation account
 - Donors with between 40 and 60 vacation hours can donate a maximum 2 hours
 - Donors with between 60 and 80 vacation hours can donate a maximum 4 hours
 - Donors with over 80 vacation hours must keep a minimum of 80 hours in their account but there are no limits on how many hours they may donate.
 - Hours will be converted to a dollar amount, and deposited in an WSNA Shared Leave Bank.
 - DO NOT Adjust time cards or leave balances -- Payroll will make the required adjustments to the donors vacation balances.
 - Once hours are donated, they cannot be returned. Funds in this account will remain in the account until requested by an authorized shared account user.
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Requesting Negotiation Shared Leave Hours

District employees who are members of the extended WSNA bargaining unit may request Bargaining time from the Leave Account to help defray time-loss of regularly scheduled work.

- The bargaining unit member must submit an Advanced Request for Leave form to his/her supervisor for approval of any leave time.
 - Once the leave is approved, the employee must submit an WSNA Shared Leave Request (This Form) to Human Resources.
 - Shared leave request hours should be noted as either:
 - *Less than 1.0 FTE: Shared Leave – WSNA – Hourly
 - * 1.0 FTE: Shared Leave – WSNA - Salary
 - Requested shared leave from this account is not eligible for PERS contribution calculations.
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