



# **Sequim School District No. 323**

**“Engage Empower Thrive”**

503 North Sequim Avenue, Sequim, WA 98382

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[www.sequimschools.org](http://www.sequimschools.org)

## **SHARED LEAVE REQUEST**

Complete this form and send it to Human Resources with the required documentation.

Applicant's Name: \_\_\_\_\_

**Eligibility:** An employee may be eligible to received shared leave under the following conditions:

1. The employee's job is one in which annual or sick leave can be used and accrued.
2. The employee is not eligible for time-loss (worker's compensation).
3. The employee has abided by district policies regarding the use of sick leave.
4. The employee has exhausted, or will exhaust, his or her annual leave and/or sick leave.
5. The condition has caused, or is likely to cause, the employee to go on leave without pay or terminated district employment.

**Documentation:** The employee requesting shared leave must submit documentation from licensed physician or other authorized healthcare practitioner verifying the severe or extraordinary nature and expected duration of the condition.

**Receiving Employee:** I understand and meet the eligibility requirements above and would like to apply for shared leave. I also understand that any unused shared leave will be returned to the donor.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Human Resources Director or Designee's Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Compliance Coordinator: Victoria Balint, [vbalint@sequimschools.org](mailto:vbalint@sequimschools.org) 503 N Sequim Ave., Sequim, WA 98382, 360-582-3260, and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3402, [mduchow@sequimschools.org](mailto:mduchow@sequimschools.org)

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