

FOSTER PARENT SHARED LEAVE POOL POLICY

(PROVIDED ONLY FOR USE AS A SAMPLE)

TITLE: Foster Parent Shared Leave Pool

APPLIES: TO ALL GENERAL GOVERNMENT AND HIGHER EDUCATION STATE EMPLOYEES

LAWS: Chapter 41.04 RCW

WACS: 357-31-835 THROUGH 357-31-920

BACKGROUND & LIMITATIONS: Title 357 WAC Chapter 31-835 through 31-920 sets forth the requirements for the Foster Parent Shared Leave Pool.

EFFECTIVE DATE: November 26, 2018

**Signature of Agency Director or Higher Education
Institution President**

DISCLAIMER: This policy and/or procedure is intended only as a sample. Adoption of any human resource policies or procedures should only be made after reviewing all governing statutes, rules and other relevant materials. In addition, each employer should consider consulting with agency human resource professionals, legal counsel, and appropriate policy decision authorities prior to development or adoption.

General Provision:

The purpose of the Foster Parent Shared Leave Pool is to allow employees to voluntarily donate their leave to be used as shared leave for any eligible employee who is a licensed foster parent pursuant to RCW 74.15.040 and is caring for a foster child or is preparing to care for a foster child in their home.

- **“Caring for”** means taking foster child to health care appointments, court appointments, visitation with family members and/or any other reasons that sick leave may be used for in WAC 357-31-130.
- **“Preparing to care for”** means arranging the foster child(rens)’s living space, enrolling in school, and/or enrolling in childcare.

Purpose:

The purpose of this policy is to establish the guidelines for utilization of the Foster Parent Shared Leave Pool.

Policy:

WAC 357-31-850 requires each employer to develop a written Foster Parent Shared Leave Pool Policy.

Administration:

The Foster Parent Shared Leave Pool will be administered by the Department of Children Youth and Families (DCYF) in consultation with the Office of Financial Management (OFM).

Each individual agency must have a written policy which at a minimum addresses:

- Amount of leave that may be withdrawn from the pool;
- Eligibility requirements for use of the pool;
- Donation of leave to the pool;
- Use of foster parent shared leave;
- Misuse of the pool.

DCYF Payroll will reconcile the funds on a quarterly basis to ensure that the funds allotted to an employee were used. Any unused funds must be returned to the pool.

If funds in the pool fall below \$50,000, DCYF will partner with OFM to send out a request for donations.

Eligibility Requirements:

An employee is eligible to receive shared leave from the Foster Parent Shared Leave Pool if the employee is currently licensed as a foster parent and is caring for or preparing to care for a foster child.

The employee must submit a License Certification form to their Human Resources Department. This certification is valid for 12 months or until the license expires, whichever comes first. Individual agencies must maintain this documentation.

To receive shared leave from the pool to **care for** a foster child, the employee must exhaust all compensatory time, recognition leave, and their personal holiday. The employee is not required to deplete all of their vacation leave and sick leave and can maintain up to 40 hours of vacation leave and 40 hours of sick leave in reserve.

To receive shared leave from the pool to **prepare for** a foster child, the employee must exhaust all compensatory time, recognition leave, and their personal holiday. The employee is not required to deplete all of their vacation leave and sick leave and can maintain up to 40 hours of vacation leave and 40 hours of sick leave in reserve. An eligible employee may receive up to five days of shared leave, per occurrence, from the Foster Parent Shared Leave Pool to prepare to accept a foster child in their home.

Donation of Leave to the Pool:

An employee who is eligible to donate leave under WAC 357-31-890 may donate vacation leave, sick leave and all or part of a personal holiday to the Foster Parent Shared Leave Pool. The requirements to donate are as follows:

1. Vacation Leave: An employee's request to donate leave may not cause their vacation leave balance to fall below eighty (80) hours after the transfer.
2. Sick Leave: An employee's request to donate leave may not cause their sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.

3. Personal Holiday: An employee may donate all or part of their personal holiday.

Leave donated to the Foster Parent Shared Leave Pool is placed in the “pool” and cannot be donated to a specific individual.

Use of Pool Leave:

To prepare to accept a foster child, eligible employees may receive up to 5 days of shared leave per occurrence. Individual agencies must monitor this usage.

Employees may utilize the pool up to a total maximum of 522 days based on an 8-hour day. DCYF must monitor the overall usage.

Individual agencies must approve and submit the Request for Shared Leave to DCYF Payroll. Prior to approving the request, the individual agencies should contact DCYF Payroll via email to ensure that there are adequate funds in the pool to cover the request.

If funds are not available in the pool, the request will be denied.

Requests will be processed within DCYF Payroll as “first-in, first-out” based on the date and time of receipt of the approved request.

Abuse of the Pool:

(Employer Name) and/or DCYF must investigate any alleged abuse of the Foster Parent Shared Leave Pool. On a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool.