

# Foster Parent Shared Leave Pool

## Employees – Human Resources

### CWU Policy 301-25

**Effective:** June 13, 2018

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Foster Parent Shared Leave Pool Procedure

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- (1) The purpose of the Foster Parent Shared Leave Pool is to allow any state employee to voluntarily donate their leave to be used by any eligible state employee who is a licensed foster parent pursuant to [RCW 74.15.040](#) so they may care for a foster child and/or prepare to care for a foster child.
- (2) An eligible employee must not receive more than five hundred twenty-two (522) days of shared leave under the foster parent shared leave pool during their total state employment. To receive shared leave from the pool to care for a foster child, a supervisor may limit the amount of shared leave a direct report receives. To receive shared leave from the pool to prepare for a foster child, an eligible employee may receive up to five days of shared leave, per occurrence. In accordance with WAC 357-31, a state employee may voluntarily donate vacation (annual leave), sick leave and all or part of a personal holiday. The donation and use of pooled leave must comply with the Washington Administrative Code and university procedure.

- (3) Administration - The Foster Parent Shared Leave Pool will be administered by the Department of Social and Health Services in consultation with the Office of Financial Management. The Human Resources Office will develop and maintain appropriate procedures.

**History:**

*Responsibility: BFA; Authority: BAC; Reviewed/Endorsed by: Cabinet/PAC;  
Review/Effective Date: 06/13/2018; Approved by: James L. Gaudino, President]  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-275, June 2025  
Attached Procedure CWUR 3-40-185 as Appendix A, June 2025*

## Appendix A - Foster Parent Shared Leave Pool Procedure

### (1) Applies to:

- A. State employees who are eligible to receive shared leave from the Foster Parent Shared Leave Pool and employees who wish to donate leave to the shared leave pool.

### (2) Administrative Responsibility

#### A. Employees requesting leave shall:

1. Submit a Foster Parent Shared Leave request form to Human Resources; and contact the Department of Social and Health Services with any specific licensure questions.
2. Submit proof of a current foster parent license to Human Resources.
3. Submit appropriate absence request(s) via the Time & Attendance system to use donated leave.

#### B. Employees donating leave shall:

1. Donate leave using the Foster Parent Shared Leave donation form.
2. Comply with requirements identified in WAC 357-31. An employee may not donate excess vacation (annual leave) that will be lost due to an approaching anniversary date.
3. Leave donated to the foster parent shared leave pool is withdrawn from the pool by employees according to procedures established by the Department of Social and Health Services.

#### C. Supervisors and Managers shall:

1. In consultation with Human Resources, investigate any alleged abuse of the Foster Parent Shared Leave Pool.

#### D. HR shall:

1. Provide guidance and consultation to employees, supervisors and managers who have questions regarding the Foster Parent Shared Leave Pool.
2. Provide forms for employee use.
3. Review and approve requests for leave ensuring compliance with applicable WACs, RCWs, university policy, collective bargaining agreements, and the Exempt Employees' Code. Prior to approval, work closely with Payroll and the Department of Social and Health Services to ensure that there are adequate funds in the pool to cover the request.
4. Provide written notification of the approval to receive foster parent share leave to the employee and their supervisor which includes:

- a. The date the employee was eligible to receive foster parent shared leave.
5. Investigate any alleged abuse of the foster parent share leave pool in conjunction with the Department of Social and Health Services.

E. Payroll Services shall:

1. Review and approve requests for leave ensuring compliance with applicable WACs, RCWs, university policy, collective bargaining agreements, and the Exempt Employees' Code.
2. Document receipt of payment from the Department of Social and Health Services and convert monetary payment to leave for the use of foster parent care.
3. If donation is applicable, convert employee's leave donation to dollars, request Accounts Payable check and forward payment to the Department of Social and Health Services Parent Shared Leave Pool for processing.
4. Update the recipient employee's leave balance(s) in the Time and Attendance system.
5. Deduct leave from donating employee's leave balance(s) in the Time and Attendance system.
6. Monitor the use of donated leave to ensure compliance.