

Personnel

Leaves – Cabinet, Principals, Directors and Non-Represented Classified Employees

A. Illness, Injury, and Emergency Leave

Employees employed full time will receive twelve (12) days annual leave for illness, injury, and emergency leave. Unused days will accumulate to the extent allowed by law. Less than full-time (partial year or fractional FTE) employees will be allowed illness, injury, and emergency leave on a prorated basis. Except where Policy 5320, this Policy 5400, or applicable bargaining agreements provide more generous leave benefits, this policy will be applied in accordance with applicable state laws regarding leave, including RCW 49.46.210 and RCW 49.78.220.

An employee who will be absent due to illness, injury, or emergency must notify their immediate supervisor as soon as practicable, and generally not later than 7am on the day of the absence.

Illness or Injury Leave

1. An employee may use accrued leave (1) for the employee's own illness, injury, disability, or medical care; or (2) to care for the employee's immediate family and/or member of household.
2. A physician's certificate may be required to validate repeated, excessive, extended, or otherwise unusual absences.

B. Family and Medical Leave

The district will provide for family and medical leave for all eligible employees in accordance with the provisions of the Family and Medical Leave Act of 1993.

C. Birth or Adoption of a Child

The district will grant leave to an employee upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six (6), as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

D. Bereavement Leave

Up to five (5) days paid leave will be granted for each death in the immediate family and/or member of the household.

At the discretion of the Superintendent or designee, an employee, upon request, may be granted leave for the death of a close friend not covered in the above paragraph.

At the discretion of the Superintendent or designee, upon request, additional bereavement leave may be granted.

E. Personal Leave

Employees may be granted three (3) days leave for personal matters which require that the employee be absent during the regular working day. The days may be granted without requiring the employee to state any reasons for the leave beyond the term "personal." No more than three (3) days of leave may be granted under this section to any one (1) employee in any school year. The employee will notify and/or receive approval prior to taking personal leave.

F. Military Leave

The district will grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one (21) days during each year, provided such reservist has been called to, or volunteered for, active duty or active-duty training. Such military leave of absence will be in addition to any vacation or sick leave to which the staff member may be entitled and will not result in any loss of rating, privileges or pay. During this 21-day period of military leave, the staff member will receive their normal pay from the district. Employees whose school district employment is interrupted by up to five (5) years of service in a uniformed service are entitled to re-employment by the district following their discharge.

Spouses of military personnel who have been notified of a call to active duty are entitled to leave in accordance with RCW 49.77.030. An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty-six (26) weeks of unpaid leave in a twelve (12) month period to care for the services member.

G. Jury Duty Leave

Employees selected for jury service will be granted a leave of absence with full pay for as long as such jury duty requires.

H. Leaves for Meetings, Workshops, Conferences

Cabinet, Principals, Directors and or Non-Represented classified employees may, with the prior written approval of the Superintendent or designee, be released from their regular duties with full pay in order to attend meetings, workshops or conferences when deemed by the Superintendent or designee to be in the best interests of the district.

I. Child Care Leave

An employee may request an unpaid leave of absence, not to exceed one (1) year, to care for his/her newborn or recently adopted child. Such requests will be reviewed by the Board on a case-by-case basis.

J. Leave of Absence

Upon the recommendation of the Superintendent or designee, the Board may, at its sole discretion, grant unpaid leaves of absence for up to one (1) year. While on a leave of absence, an employee will not be employed outside the district without prior approval of the Board.

K. Domestic Violence Leave

The district will allow victims of domestic violence, sexual assault, or stalking and family members of victims to take reasonable leave from work, or intermittent leave on a reduced leave schedule in accordance with RCW 49.76.030.

L. Sabbatical Leave

The district may grant sabbaticals to certificated administrators for advanced academic pursuit, field study, or research when deemed by the Board, in its sole discretion, to be in the best interest of the district. Sabbaticals will not exceed one (1) year in duration and will be subject to any terms and conditions established by the Board at the time of the sabbatical is granted. Applications for sabbaticals should be submitted to the Superintendent in writing by March 1 of the school year preceding the sabbatical.

Cross References: Policy 5320

Sick Leave for Nonexempt Employees

Legal References: RCW 28A.400.300

Hiring and discharging of employees –
Written leave policies - Seniority and leave
benefits of employees transferring between
school districts and other educational
employers

RCW 2.36.165

Juries -- Leave of absence from employment

RCW 38.40.060

Military leaves for public employees

RCW 49.12.270

Sick leave, time off – Care of family members

RCW 49.46.200

Paid sick leave

RCW 49.46.210

Paid sick leave – Authorized purposes-
Limitations – “Family Member” defined

Ch. 49.76 RCW

Domestic violence leave

Ch. 49.77 RCW

Military Family Leave Act

Ch. 49.78 RCW

Family Leave

Ch. 73.16 RCW

Employment and reemployment of veterans

WAC 162-30-020

Pregnancy, childbirth, and pregnancy related
Conditions

WAC 296-128-600 to 770 Paid Sick Leave
38 U.S.C. § 4301 et seq. Employment and reemployment right of
members of the uniformed services
29 U.S.C. § 2601 et seq. Family and Medical Leave Act of 1993

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