Personnel Leaves

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

A. **Leave at Full Pay Unless Stated Otherwise**. Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.

B. **Leaves in Units of Full or Half Days**. Leaves may be granted in units of half or full days only.

C. **Return from Leaves**. At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

   Except as may otherwise be specifically provided by law or district policy, a staff member will be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.

D. **Prior Notice of Application**. Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.

E. **Flexibility in Granting Leaves**. The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.

F. **Leaves Prorated for Part-Time Staff**. Part-time staff will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves will be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.

G. **Noncumulative**. Leaves shall be noncumulative from year to year unless otherwise stated.

Cross References:
5411 – Staff Vacations
5410 – Holidays
5407 – Military Leave
5406 – Leave Sharing
5404 – Family, Maternity and Military Caregiver Leave
5403 – Emergency and Discretionary Leaves
5401 – Sick Leave

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
AGO 1980 No. 22 Limitation on compensated leave for school district employees

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