

Emergency leave may be taken in the case of emergencies as defined in the following:

*An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or in immediate disaster to life or property unless some action is taken.*

A written application for emergency leave must be returned to the district office on the day of return to school.

**Family Emergency Leaves**

The Board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

Unless otherwise stated, any leave used under terms of this policy will be deducted from the staff member’s accumulated sick leave. In the event the staff member’s sick leave has been exhausted, the leave will be granted without pay.

Unless a situation is governed by an applicable collective bargaining agreement, the following apply:

**A. 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, intermittent leave or leave on a reduced leave schedule. The leave may be sick leave, other accrued leave or leave without pay. Family member includes a child, spouse, parent, parent in-law, grandparent or an individual with whom the victim has a dating relationship. The employee will provide advance notice of their intent to take leave. If advance notice is not possible, due to an emergency, notice should be provided no later than the end of the first day that the employee takes the leave.

**B. Family Illness**

District staff members may use accrued sick leave or other accrued leave, at the employee’s choice, to care for a child of the employee with a health condition that requires treatment or supervision. Staff members may use accrued sick leave or other accrued leave, at the employee’s choice, to care for a spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment, care or supervision for any absence that exceeds five (5) consecutive days.

**C. Death in the Family**

The district will allow each full-time staff member a maximum of five (5) days leave upon the death of an employee’s spouse, mother, father, son, daughter, sister,

brother, mother-in-law, or father-in-law. Leave also will be allowed upon the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter or grandson. This leave will not be subtracted from sick leave or any other leave. Bereavement may be extended upon prior approval to two (2) additional scheduled workdays due to unusual or exceptional circumstances. The deaths of more than one family member resulting from a common occurrence will be treated as a single death with respect to the length of leave granted. The district retains the right to request documentation relative to use of this leave.

An extended unpaid leave of absence for a period up to the beginning of the next school term or school year may be approved at the discretion of the Superintendent based upon consideration of educational program needs and the desires of the staff member, together with any recommendation of professionals such as medical practitioners or counselors regarding the leave request.

Nothing in this section will preclude the use of accumulated sick leave to care for a child with a health condition that requires treatment or supervision, as provided in the 'Family Illness' section of this policy.

### **Administrator Sabbatical Leaves**

It is the intent of the Board that administrative personnel may be provided an opportunity for advanced study and/or research to improve administrative competency. The district may grant sabbatical leaves of absence for study and/or research upon application by administrative staff, the recommendation of the Superintendent, and approval by the Board, provided such a leave will serve the best interest of the district and is within the fiscal parameters of the district.

Each year, one administrative employee may be eligible for this leave for the purpose of:

- A. Advanced study to improve administrative competency
- B. Research
- C. Other programs approved by the Superintendent and Board that will improve the quality of the employee's services to the district.

Sabbatical leave may be granted in accordance with the following conditions:

- A. **Years to Qualify:** Staff will have served at least seven (7) continuous years in the district, not less than four (4) of which must have been in administration. This requirement may be waived in light of special circumstances if the Superintendent and Board so agree.
- B. **Limit on Length:** Sabbatical leave may be granted up to one (1) full year.
- C. **Application Deadline:** Applications will be submitted to the Superintendent not later than February 1<sup>st</sup> of the year prior to that for which the leave is requested.
- D. **Proposed Plan to Accompany Application:** A proposed plan of study or research to which the time spent on leave will be devoted must accompany the application.

- E. Criteria for Evaluation of Applications: Leaves may be granted on a priority basis determined according to these criteria:
1. The merit of the proposed plan of study or research and its relationship of service to the district in terms of the individual's professional background.
  2. Its relationship to improved services for the students of the district in terms of improving the employee's professional competency.
- F. Final Approval by Board: Applications approved by the Superintendent will be presented to the Board for final approval. Once approved by the Board, any change of sabbatical plan will be presented in writing and approved by the Superintendent in advance of the leave.
- G. Scholarship for Study or Research: Should the staff member who is granted a sabbatical leave receive a scholarship during the same year as the sabbatical, the total compensation from the two sources will not exceed the salary he/she would receive if under regular contract with the district for full-time service.
- H. Stipend for Study or Research: A staff member on sabbatical leave for study or research will receive a stipend equal to one-third of his/her regularly contracted salary unless this sum is reduced as a result of section G above. All regular salary deductions will be made.
- I. Stipend Considered a Loan:  
The stipend received is a loan. Should a staff member on sabbatical leave fail to return to the district, he/she will then repay the loan within one year of termination of district relationship.
- J. Cancellation of Loan: The stipend will be canceled in the following manner upon the return of the staff member to the district:
1. One-half of the total loan will be canceled after the first year of service in the district;
  2. The remaining one-half of the loan will be canceled after the second year of service in the district.
- K. Maintenance of Tenure and Salary Standing: A staff member granted sabbatical leave will maintain standing in tenure and salary.
- L. Limit on Other Employment: A staff member on sabbatical leave for study or research will not seek employment for compensation during the period of sabbatical other than to supplement sabbatical leave income in carrying out the approved program. Such employment must be approved by the Superintendent and, when combined with the sabbatical stipend, will not exceed the salary he/she would receive if under regular contract with the district for full-time service.

- M. **Report Required Upon Return:** The applicant shall submit a report to the Superintendent giving the substance of the program in which the employee was engaged and indicating the value to the district which grew out of the experience. This report shall be submitted within thirty (30) days of the administrator's return to work.
- N. **Leaves to Accept Scholarships:** Staff may at any time request leave to accept scholarships of up to one full year which would not involve the district in any financial obligations, in which case all other provisions of the sabbatical leave policy except the percentage limitation would apply.
- O. **Reemployment:** Reemployment will be in a position comparable to the position previously held provided, however, that this provision shall not be construed to require the district to create a position which is not otherwise required.

### **Leaves of Absence**

The district may grant leaves of absence for specific periods of time for up to one school year upon application by a staff member, the recommendation of the Superintendent and the approval of the Board. Such leaves will be without pay or fringe benefits and, with the approval of the Board, and may be extended for one additional school year. During the leave the staff member may pay the district's share of any insurance benefits program in order to maintain those benefits. The needs of students and the district program warrant primary consideration. Leaves of absence will be granted only when they will not have an undesirable impact upon the educational program or business operations.

A staff member will be entitled to return to a position in the district at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted a leave of absence will inform the Board by April 1 as to his/her intentions to assume a position in the district for the ensuing school year. If said notification is not received, the individual's employment rights with the district will be terminated.

Staff on leave of absence will not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence.

(This policy replaces: 5322.2 Bereavement and 5322.6 Administrator Sabbatical)

Legal References:	RCW 28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	RCW 49.12.270	Sick leave, time off — Care of family members
	Chapter 49.76 RCW	Domestic violence leave
Adopted:	October 4, 2022	NTPS Board of Directors