

## **UNPAID LEAVE - EMPLOYEES (NON-ADMINISTRATIVE)**

Attendance is very important to the success of the district and student education. Employees who have used up their eligible paid leaves will automatically be placed on an unpaid leave.

Employees must use all appropriate paid leave prior to going into an unpaid leave status. The length of the leave will be discussed with the employee, but the final determination will be made and approved by the board of directors upon recommendation of the superintendent or designee.

Unpaid leave will not normally extend beyond three calendar months, or 90 days.

Employees on unpaid leave will retain all benefits accumulated at the time the leave begins. The employee will not earn any benefits while on unpaid leave (for example: vacation; sick leave; seniority; paid holidays, if applicable; medical; dental; vision care, etc.).

Employment following the unpaid leave will be to an equivalent or comparable position, with no loss of salary schedule status, subject, however, to the staff reduction section of the collective bargaining agreements, if applicable.

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| Legal References: | RCW 28A.400.210    | Employee attendance incentive program--<br>Remuneration for unused sick leave   |
|                   | 28A.400.300        | Hiring and discharging employees--Leaves<br>for employees--Seniority and leave<br>benefits, retention upon transfers<br>between schools |
|                   | WAC 392-136        | Conversion of Accumulated Sick Leave  |
|                   | AGO 1963-64 No. 98 | Sick leave for certificated and noncertificated<br>employees  |
|                   | AGO 1980 No. 22    | Limitation on compensated leave for school<br>district employees  |

Initially Adopted: February 19, 1981

**Adopted: March 8, 2010**