
EMERGENCY LEAVES

Emergency leave may be granted for no more than one day per year and 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.

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 sick 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 shall be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave may be granted without pay. Except as otherwise provided, this policy is subject to all of the provisions of Policy 5320. Unless a situation is governed by an applicable collective bargaining agreement, the following shall apply:

Family Illness. District staff members may use accrued sick leave to care for a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment or supervision for any absence which exceeds five (5) consecutive days.

The district shall also allow each full-time staff member 12 days of sick leave per year in the event of a serious illness within the employee's immediate family, which shall include the employee's parents or spouse.

Death in the Family. The district shall allow each full-time staff member a maximum of 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 shall be allowed upon the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter or grandson. The deaths of more than one family member resulting from a common occurrence shall be treated as a single death with respect to the length of leave granted.

Birth or Adoption of a Child. The district shall grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the

employee's child. Leave shall 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, 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.

Employee requests for leave of absence due to birth or initial placement for adoption of a child shall be submitted in writing to the superintendent not less than 30 days prior to the beginning date of the leave. The notice shall include the approximate beginning and ending dates for the leave requested.

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 shall preclude the use of accumulated sick leave to care for a child under age eighteen (18) with a health condition that requires treatment or supervision, as provided in the Family Illness section of this policy.

Cross References:

Board Policy 5021 Applicability of Personnel Policies

Legal References:

RCW 49.12.270 Sick leave ,time off—Care of family members

RCW 28A.400.300 Hiring and discharging employees — Written leave policies —
Seniority and leave benefits of employees transferring
between school districts

RCW 49.76 Domestic Violence Leave

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