
PERSONNEL LEAVES: 5400

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 will be noncumulative from year to year unless otherwise stated.

Leaves of absences will be provided for unrepresented employees in a manner similar to other employee groups.

Unpaid Leaves

Upon employee request, the Superintendent or designee has discretion to consider providing unpaid leave to employees in certain circumstances. The option to provide unpaid leave does not obligate the District to do so or in any way limit or prevent the district from pursuing other responses.

Cross References:	Administrative Policy – 5401	Sick Leave
	Administrative Policy – 5402	Maternity Leave
	Administrative Policy – 5404	Family and Medical Leave
	Administrative Policy – 5406	Leave Sharing

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	Administrative Policy – 5407	Military Leave
	Administrative Policy – 5408	Jury Duty and Subpoena Leave
	Administrative Policy – 5409	Discretionary Leave
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 38.40.060	Military leave for public employees
	RCW 49.12.270	Sick leave, time off-Care of family members
	RCW 49.76	Domestic violence leave
	RCW 49.77	Military family leave act
	RCW 49.78	Family leave
	RCW 73.16	Employment and reemployment
	WAC 162-30-020	Pregnancy, childbirth, and pregnancy related Conditions
	WAC 357-31-525	What is an employee entitled to under the Family Medical Leave Act of 1993?
	WAC 392-136	Conversion of accumulated sick leave
	P.L. 103-3	Family Medical Leave Act of 1993
	38 USC 4301-4335	Uniformed Services Employment and Reemployment Rights Act
	AGO 1963-64 No. 98	Sick leave for certificated and non- certificated employees
	AGO 1980 No. 22	Limitation on compensated leave for school district employees