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|---------------|------------------------------------------------------------------------------------------------------------------|--------|-----------|
| Provision:    | Article VIII                                                                                                     | Title: | Leaves    |
| Presentation: | First (Also serves as Counter to PSEC Proposals Section 8.1.1 4/20/26 and Section 8.11 4/20/26; updated 4/23/26) | Date:  | 6/15/2026 |

#### **Section 8.4. Emergency Leave.**

Emergency leave may be granted by the Superintendent/designee for problems for which preplanning an absence is not possible or could not relieve the necessity for the employee's absence. Emergency leave granted to an employee will be deducted from ~~his/her~~ their accumulated sick leave.

The following conditions apply to emergencies:

1. The problem has been suddenly precipitated.
2. Preplanning is not possible.
3. Preplanning cannot relieve the necessity for the employee's absence.
4. The problem is not minor or of mere convenience, but of a serious nature.
5. Automobile trouble shall not be considered an emergency except in the case of an accident.

#### **Section 8.5. Discretionary Leave.**

At the exhaustion of any of the leaves contained herein, the employee, at the Superintendent's discretion, may continue to receive the employee's normal ~~salary~~ pay, but will reimburse the District for the cost and benefits of any substitute that is required to fill the absent employee's position.

#### **Section 8.6. Jury Duty and Court Appearance.**

~~In the event an employee is summoned to serve as a juror, or appear as a witness in court, such employee will receive a normal day's pay for each day of required presence in court. Compensation received by an employee for time spent serving on a jury will not be required to be remitted to the District.~~

Upon receipt of a jury summons, the employee will notify the principal or supervisor that they have been summoned for jury duty and upload the jury summons into the district's absence management system when entering the absence. The employee will serve on a jury without salary deduction and may keep any compensation received for serving as a member of a jury in addition to their regular pay. When an employee is released early from jury duty (half or more than half of the workday remaining), they shall return work.

The Jury Duty Service Time Verification Letter must be submitted through the district's absence management system. Additional documentation verifying the days served may be required.

Court appearance leave may be granted for an employee to appear in court in a legal proceeding. When an employee appears in court for legal proceedings resulting from their employment with the District, the leave will be with full salary. In court appearances as a party plaintiff against the District, the leave will be without pay. In cases unrelated to the district, when an employee is required to appear in court, leave may be granted without pay if all other applicable leave is exhausted.

Attornadh 6-15-26

Angela Mason 6/15/26

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### **Section 8.11. Personal Leave.**

Exclusive of vacation referenced in Section 7.1, each year-round employee will be granted two (2) days of paid personal leave per year on a prorated basis and will be allocated with the employee's first payroll of the school year. ~~Each less than year-round employee will be granted three (3) days of paid personal leave per year.~~ If unused, these days may be cashed out at the end of each year at the employee's rate of pay. The employee will send an email requesting cash out to Human Resources at hr@cheneysd.org by July 1 of each year.

Each less than year-round employee will be granted three (3) days of paid personal leave per year on a prorated basis and will be allocated with the employee's first payroll of the school year. For less than year-round employees, up to two (2) days of personal leave may be accumulated from one school year to the next. The employee will send an email requesting cash out to Human Resources at hr@cheneysd.org by July 1 of each year.

Personal leave accumulated from the previous year must be taken as leave and may not be cashed out.

Personal leave during the first five (5) student days or the last five (5) student days may be granted ~~at the discretion of the immediate supervisor~~ only by the Superintendent. This leave may be taken in hourly increments.

Requests for use of personal leave ~~for three (3) consecutive days~~ must be submitted at least forty-eight (48) hours prior to the date for which such leave is requested. ~~Requests for this leave exceeding three (3) consecutive days must be submitted as soon as possible but no less than three (3) weeks in advance of the dates requested.~~

Use of Personal Leave to extend a holiday or scheduled break is not guaranteed and will be considered on a first-come, first-served basis, subject to operational needs.

For retirement purposes, the annual cash-out is included in the two hundred forty (240) hour limit for all leave cashed out that is counted towards the employee's average final compensation period.

In the event an employee separates from District employment prior to the end of the school year (fiscal year for year-round employees), any unearned personal leave will be recouped by the District. Essentially, each of the three (3) personal leave days may be considered "earned" on a trimester basis (Sept - Nov, Dec - Feb, Mar - May). In some situations, this may cause the District to shift hours/days used to unpaid leave upon departure.

Attornatn 6-15-26

Angela Moses 6/15/26

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**Section 8.12. Unpaid Leave. (New)**

Employees are not entitled to unpaid leave, however, in unique circumstances, employees may request time off without pay when all applicable leave is exhausted.

Preapproval is required. Requests for unpaid leave shall be submitted in writing to Human Resources with a copy to the Principal/Supervisor. All requests are subject to approval by the School Board and requestors should take into account the School Board meeting schedule when submitting requests.

Use of unpaid leave to extend a holiday results in forfeiture of holiday pay.

Use of unapproved unpaid leave may result in disciplinary action.

Approved 6-15-26

Angela Mason 6/15/26

**10.4.1. Compensation for Other Assignments.**

Employees requested by their immediate supervisor/designee to temporarily work in a position regularly filled by a higher classification employee will receive compensation for the total time worked based on their current step placement on Schedule A ~~own experience~~ and at the appropriate rate for the higher classification position.

Employees requested by their immediate supervisor/designee to work outside their normal job classification will be compensated at the greater of (A) their normal base hourly rate or (B) Step I of the hourly rate of the position being substituted, whichever is greater.

Attnah  
PSE Representative

6-15-26  
Date

Angela Moore  
Cheney School District

6/15/26  
Date

Public School Employees of Washington – Cheney School District 6/15/2026

**Section 11.1. Shifts.**

Shifts will be established for transportation personnel in relation to routes and driving times necessary to fulfill tasks assigned by the Transportation ~~Director(s)~~ **Supervisor**. All drivers will receive, in addition to assigned hours of driving time, pay for an additional one-half (½) hour per day. Such additional one-half (½) hour will be used for bus cleanup and safety check. Any time spent driving beyond the hours of the assigned route, will be submitted and paid via a timesheet.

At least once quarterly ~~annually~~, route times will be reviewed and may be adjusted to ensure accuracy. Drivers will be notified as soon as possible if the review results in an adjustment to route hours. ~~The Transportation Supervisor will record by timesheets, for no longer than six (6) weeks, additional time required for a regular route, other than a homeless student route (the McKinney-Vento Act). When the adjustment to a route has been finalized, additional time will be added to the affected driver's contract, or a new route will be established.~~

Drivers who are assigned to an activity route will be compensated, 2 hours minimum to include pre-trip inspection and bus clean up at their regular rate of pay.

If there are thirty (30) minutes or less between regular assignments, the base hourly rate will continue uninterrupted. Drivers will receive a minimum of one (1) hour pay for each Transportation Staff Meeting.

|                                                                                     |         |                                                                                      |         |
|-------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------------------|---------|
|  | 6-15-26 |  | 6/15/26 |
| PSE Representative                                                                  | Date    | Cheney School District                                                               | Date    |