

Okanogan School District

Emergency and Discretionary Leaves

Emergency Leave

Emergency leave may be granted for no more than one year by the superintendent and may be taken in the case of emergencies.

“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 immediate disaster to life or property unless some action is taken.” Employees may not use emergency leave for situations when sick leave or personal leave are more appropriate.

A written application for emergency leave may be requested by the district office on the day of return to school.

Bereavement Leave

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. 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.

Sabbatical Leave

Certificated staff will be eligible for unpaid sabbatical leave for study or research. The district may grant sabbatical leaves of absence for study and/or research upon application by certificated staff, the recommendation of the superintendent or designee, 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. Sabbatical leave will be granted according to the following stipulations:

- A. Years to Qualify: Staff will have served 5 or more continuous years in the district.
- B. Limit on Number: Sabbatical leaves may be granted up to one full year, the number granted to be subject to determination by the board upon the recommendation of the superintendent or designee.
- C. Application Deadline: Applications for sabbatical leave will be filed with the superintendent or designee according to a timeline established by the superintendent annually. The board may, at its discretion, extend this deadline.
- 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. The application shall clearly and satisfactorily explain how the sabbatical leave will benefit the pupils, staff, and district and identifies the college or university that will be granting credit.
- E. Criteria for Evaluation of Applications: Applications will be evaluated on the following three 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. Proportionate representation of the different levels of district schools, such as

elementary, middle school, senior high school, and administration.

3. Seniority will be considered.

- F. Final Approval by Board: Applications approved by the superintendent or designee 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 or designee in advance of the leave.
- G. Maintenance of Tenure and Salary Standing: A staff member granted sabbatical leave will maintain standing in tenure and salary.
- H. Report Required Upon Return: Within 30 days of a staff member's return from sabbatical leave, the staff member will file with the superintendent or designee a report giving the substance of the program of study or research in which they were engaged, and indicating the value which they believe grew out of the experience.
- I. Return to Original Position: An effort will be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.

Leave of Absence

At the discretion of the superintendent or designee, the district may grant leave, subject to the recommendation of the superintendent and the approval of the board, to staff for the purpose of attending meetings or conferences that are likely to be of value to the staff member's performance. Meetings and conferences wherein bargaining unit activities are conducted are excluded. Such leaves may be granted without pay.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.300	Hiring and discharging employees —
Written leave policies —	Seniority and leave benefits of employees transferring between school districts	
Sick leave, time off —	Care of family members	
	Chapter 49.76 RCW	Domestic Violence Leave
Management Resources:	<i>Policy News</i> , October 2011	Policy Manual Revisions
	<i>Policy News</i> , April 2009	Domestic Violence Leave

Latest Adoption Date: 4.27.26

Previously Board Adopted Dates: 12.23.19