Personnel Leaves

Upon the recommendation of the superintendent and in accordance with the law and district policy, 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.

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.

Legal References

RCW 28A.400.300 Hiring and discharging of employees □□□ Written leave policies □□□ Seniority and leave benefits of employees transferring between school districts and other educational employers

AGO 1980 No. 22 Limitation on compensated leave for school district employees

Cross References

5411 - Staff Vacations

5410 - Holidays

5407 - Military Leave

5406 - Leave Sharing

5404 - Family, Medical, and Maternity Leave

5403 - Emergency and Discretionary Leaves

5401 - Sick Leave

Management Resources

2021 - December Issue

2021 - October Issue

2011 - December Issue

Updates Chart:

Additions Chart:

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