

PERSONNEL

Personnel Leaves

Upon the recommendation of the superintendent and in accordance with the law and district policy, employees may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

- A. Paid Leave: Employees will be allocated paid leave benefits in accordance with board policy and state and federal law. After accrued paid leave benefits are exhausted, any additional leaves granted at the discretion of the superintendent or designee will be without pay. If leaves are to include expenses to be paid by the district, that also shall be specifically stated.
- B. Leaves in Units of Full or Half Days. Leaves may be granted in units of half or full days only, unless otherwise allowed by the superintendent or designee.
- C. Return from Leaves. At the end of any approved leave shorter than 20 working days in duration, the affected employee is entitled to return to the position held when the leave commenced or to a comparable position.
- D. After approved leaves of longer duration, an employee is entitled to a position in the district subject to the availability of a position for which the staff member is qualified, except as otherwise provided by law or district policy.
- E. Prior Notice: Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy or procedures.
- F. Exceptional Circumstances: 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.
- G. Leaves Prorated for Part-Time Employees: Paid leave benefits granted to part-time employees shall 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.
- H. Noncumulative: Leaves shall be noncumulative from year to year unless otherwise stated.
- I. Duration: A leave of absence may be granted for no longer than one year, upon the recommendation of the Superintendent or designee. If such leave is granted due to extended illness rendering the employee unable perform the duties of his or her position, up to one additional year of leave may be granted by action of the board.

Legal References: RCW 28A.400.300

Hiring and discharging employees —
Leaves for employees — Seniority
and leave benefits, retention upon
transfers between schools.

AGO 1980 No. 22

Limitation on compensated leave for school
district employees

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