



EMPLOYEE SERVICES

C. L. Booth Education Service Center
1215 W. Lewis Street • Pasco, Washington 99301

Robin Hay, Executive Director of Employee Services
(509) 543-6700 • FAX (509) 543-6728

Date: September 5, 2017

To: Pasco School District Staff

From: Robin Hay –Director of Employee Services

Re: Policy Reminder – Requests for Unpaid Leave

As you know, the success of Pasco students is paramount to the work we all do in the District. To support student achievement, provide consistent academic and activity programs, and promote student and staff accountability, it is essential that the District have employees who maintain regular attendance in order to perform their duties in their respective programs and support areas.

It is understood that an employee may need to be absent on occasion. For this reason, District policies and the respective collective bargaining agreements contain specific leave provisions, including sick leave, emergency leave, personal leave, and bereavement leave. The District expects employees to use no more than the contractually provided paid leaves, as accrued (unused) leave is the best security against the expense of extended illness or other unforeseen circumstances. In cases of personal or vacation leave, prior approval by a supervisor is required.

Per Pasco School District policy, “Unless stated otherwise in a collective bargaining agreement, requests for unpaid leave must be approved by the Director of Employee Services or designee. Unpaid leave may only be granted in very limited circumstances. Examples include illness or reasons covered under the Family and Medical Leave Act, public or political service, association leave, military leave, religious reasons, education leave or other similar or unique circumstances. Any written request for unpaid leave will be reviewed on a case –by-case basis, according to district policy and the employee’s collective bargaining agreement. Other requests for unpaid leave will not be approved.”

Sincerely,

Robin Hay
Executive Director of Employee Services