



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

**Home of the Timberwolves!**

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**Morton Elementary School**  
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MEA Item: May 7<sup>th</sup>, 2019

## ARTICLE IV

### LEAVES - PERSONAL - PROFESSIONAL

#### A. ILLNESS AND INJURY

The District shall provide each regular full-time employee twelve (12) days of leave annually for illness or injury. Unused illness or injury leave shall accumulate up to the number of contract days as per RCW 28A.400.300((2)e).

Every employee holding a regular part-time position shall accrue such leave with pay in proportion as his or her part-time service bears to full-time service.

The intent of leave for illness or injury (RCW 28A.58.100) is to make it possible for employees to be absent. Any abuse of this leave provision may be subject to disciplinary action in compliance with Article XIV, Right to Due Process.

Said leave may be used for medical, dental or eye appointments when absence during working hours for this purpose is authorized in advance by the supervisor, if appropriate. In any instance involving use of a fraction of day's leave, the minimum charge to the employee's leave account shall be one half day. The employee may be required to furnish a certificate issued by a licensed physician or other satisfactory evidence of illness to the Superintendent or his/her designee after four (4) consecutive days or if total leave for the school year exceeds twelve (12) days.

1. When an employee will be absent from work due to illness, he/she shall give notice to the principal or the person designated by the Superintendent to receive such notice ~~not~~ no later than 6:00 am of the first day of the illness. If the absence may be for consecutive days, the District should be notified of the probable date of return.

#### Tentative Agreement:

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Jordan Austin, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, jaustin@morton.k12.wa.us*

Date: 5/8/2019

Local Representative: Michelle Fawcett

District Representative: J. N. Mc