

## **EMERGENCY LEAVES**

Emergency leave may be granted for no more than 3 days per year and may be taken in the case of emergencies as defined in the following:

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 in immediate disaster to life or property unless some action is taken.

A written application for emergency leave must be returned to the district office on the day of return to school.

## **FAMILY EMERGENCY LEAVES**

The board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

Unless otherwise stated, and leave used under terms of this policy shall be deducted from the staff member's accumulated sick leave. In the event the staff member's leave has been exhausted, the leave may be granted without pay.

Unless a situation is governed by an applicable collective bargaining agreement, the following shall apply:

### **A. Domestic Violence Leave**

The District shall allow victims of domestic violence, sexual assault, or stalking and family members of victims to take reasonable leave from work, intermittent leave or leave on a reduced leave schedule. The leave may be sick leave, other accrued leave or leave without pay. Family member includes a child, spouse, parent, parent-in-law, grandparent or an individual with whom the victim has a dating relationship.

The employee shall provide advance notice of their intent to take leave. If advance notice is not possible, due to an emergency, notice should be provided no later than the end of the first day that the employee takes the leave.

### **B. Outside Employment**

Outside employment while on paid or unpaid leave is prohibited.

### **C. Family Illness**

District staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a child of the employee with a health condition that requires treatment or supervision. Staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment, care or supervision for any absence which exceeds four (4) consecutive days.

### **D. Family Care Emergency**

District staff members shall be granted unpaid leave, vacation leave, sick leave, personal leave for the following Family Care Emergencies, upon appropriate notification to building office personnel:

- 1) Minor/dependent child care emergencies such as unexpected absence of regular care, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal.
- 2) Elder care emergencies such as unexpected absence of a regular provider or unexpected closure of an assisted living facility.

### **Death in the Family**

Five (5) days shall be granted with pay for bereavement of a relative or friend. Such leave is non-accumulative. In the event of the death of a close personal friend, or relative, and upon explanation to the principal or Superintendent, bereavement leave shall be granted. Such leave may be extended with the permission of the Superintendent. The deaths of more than one family member resulting from a common occurrence shall be treated as a single death with respect to the length of leave granted.

### **Birth or Adoption of a Child**

1. An employee who is legally adopting a child must notify the District of his/her intent to adopt immediately upon commencement of legal adoption procedures.
2. Upon placement of the child, the employee in his/her letter requesting such leave shall include a statement as to the expected date of return to employment.
3. Leave granted for the primary caregiver under this section is to be consistent with that stipulated under Maternity Leave. Up to twenty (20) days, will be granted for the primary caregiver upon the actual adoption of a child.
4. Leave granted for the secondary caregiver under this section is to be consistent with that stipulated under Paternity Leave. Up to five (5) days will be granted for the secondary caregiver upon the actual adoption of a child.
5. These days must be taken consecutively and will be deducted from the employee's sick leave bank. The District may require verification of actual adoption.

Nothing in this section shall preclude the use of accumulated sick leave to care for a child with a health condition that requires treatment or supervision, as provided in the ***Family Illness*** section of this policy.

Cross References:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 49.12.270 49.12.360  RCW 28A.400.300  RCW 49.76	Sick leave Time off – Care of family members  Hiring and discharging employees – Written leave policies – Seniority and leave benefits, of employees transferring between school districts.  Domestic Violence Leave

KETTLE FALLS SCHOOL DISTRICT NO. 212  
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