



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

www.morton.k12.wa.us

[f](#) @MortonSchoolDistrict214 ~ [t](#) @MSD21214

Morton Jr/Sr High School

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

ARTICLE IV

Section 4.6 Personal Leave

Section 4.6.2 Personal leave will be granted to the first staff member requesting the specific day based on substitute availability. ~~To alleviate any disagreements, the staff member will have the principal or secretary note the time and date when it has been officially submitted.~~ If two or more staff members submit the requests at the exact same time, the employee with the most District seniority will receive the leave.

Section 4.6.4 Unused personal days will be compensated at 100% of the current daily sub rate not to exceed three (3) days per year, non-cumulative, to be paid in the July warrants. Certificated staff members may roll over two (2) ~~one~~ unused personal days from one year to the next, as long as the total number of personal days does not exceed five (5) ~~four (4)~~ in any one school year. Notification to roll over an unused personal day must be made prior to the last certificated workday, which is the last required day in June. Certificated staff members who have more than three (3) personal days are not able to use more than three (3) personal days consecutively.