

Section: **PERSONNEL**

Policy Title: Emergency and Discretionary Leave

Emergency Leave:

Emergency leave may be granted for no more than five (5) days per year, or the number of days specified in the applicable collective bargaining agreement, and may be taken in the case of emergencies as defined in the following:

An emergency arises out of unforeseen and unexpected circumstances that 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 was taken.

Any leave used under terms of this policy will be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave will be granted without pay upon approval of the superintendent/designee.

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

A. 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 that exceeds five (5) consecutive days.

B. Death in the Family

The district will allow each staff member bereavement leave as allowed per applicable collective bargaining language. The deaths of more than one family member resulting from a common occurrence will be treated as a single death with respect to the length of leave granted.

C. Birth or Adoption of a Child

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent/designee not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

An extended unpaid leave of absence for a period up to the beginning of the next school term or school year may be approved at the discretion of the superintendent/designee based upon consideration of educational program needs and the desires of the staff member, together with any recommendation of professionals such as medical practitioners or counselors regarding the leave request.

Nothing in this section will preclude the use of accumulated sick leave or other accrued 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.

Discretionary Leaves:

Sabbatical Leave

The district will allow each member sabbatical leave as allowed per applicable collective bargaining agreement language.

Leave of Absence

The district will allow each member leave of absence as allowed per applicable collective bargaining agreement language.

Staff on leave of absence will not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence.

Leave to Attend Meetings/Conferences

The district may grant leave, subject to the recommendation of the superintendent/designee and approval by the board, to staff for the purpose of attending meetings or conferences that are likely to be of value to the staff member's performance. Meetings and conferences wherein bargaining unit activities are conducted are excluded. Such leave may be granted without pay and with or without travel expense reimbursement.

Policy 5403 Cont.

Cross References: Board Policy 5021

Applicability of Personnel Policies

Legal References: RCW 28A.400.300

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

Legal References: RCW 49.12.270
49.12.360

Sick leave to care for family members
Parental leave – discrimination
prohibited

Adopted: December 11, 2006

Revised: March 19, 2012

Revised: January 11, 2016