EMERGENCY LEAVES AND DISCRETIONARY LEAVES

Emergency Leave

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

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 immediate disaster to life or property unless some action is taken. Employees may not use emergency leave for situations when sick leave or personal leave are more appropriate.

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

A written application for emergency leave must be returned to the district office on the day of return to school. If approved, any leave used under the terms of this policy shall be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave shall be granted without pay.

Bereavement leave

The district shall allow each full-time staff member a maximum of 3 days leave upon the death of an employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, or father-in-law. Leave also shall be allowed upon the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter or grandson. 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.

Leave of Absence

At the discretion of the superintendent or designee, the district may grant leaves of absence for specific periods of time for up to one school year. A leave of absence will be without pay or benefits. During the leave the staff member may pay the district's share of any insurance benefits program to maintain those benefits. In considering whether to grant a leave of absence, the needs of students and the district program warrant primary consideration. A leave of absence will be granted only when it will not have an undesirable impact upon the educational program or business operations.

A staff member will be entitled to return to a position in the district at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted a leave of absence will inform the board by CBA deadline as to his/her intentions to assume a position in the district for the ensuing school year. If said notification is not received, the individual's employment rights with the district may be terminated.

A staff member on a leave of absence will not earn any salary schedule experience credit, any sick leave credit, or benefits during the leave of absence.

Cross References:	Board Policy 5021	Conflicts Between Policy and Bargaining Agreements
Legal References:	RCW 28A.400.300	Hiring and discharging employees - Written leave policies - Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW	28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts

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