Griffin School District #324

Griffin School Board Study Session

Date and Time

星期三 八月 12, 2026 at 1:00 下午 PDT

Location

Griffin Library

Attend via Zoom

Zoom Link

Agenda

		Purpose	Presenter
I.	**Opening Items**		
	A. Record Attendance		
	B. Call the Meeting to Order		
	C. Pledge of Allegiance		
	D. Approval of Agenda	Vote	
II.	**New Business**		

		Purpose	Presenter

III. Old Business

IV. New Policy

V. Policy Updates

A.	2340 Religious Related Activities and Practices	Discuss
B.	5281 Disciplinary Action and Discharge	Discuss
C.	5400 Personnel Leaves	Discuss
D.	5401 Sick Leave	Discuss
E.	5403 Emergency & Discretionary Leaves	Discuss
F.	5404 Family, Medical & Maternity Leave	Discuss
G.	5407 Military Leave	Discuss
H.	6530 Insurance	Discuss

VI. Policy Review

VII. Policy Removal

A.	5402 Maternity Leave	Discuss
B.	5405 Emergency Leave	Discuss

VIII. Superintendent Updates

A.	Superintendent Kirsten Rue	FYI

IX. WSSDA & Board Member Work Session

Griffin School Board Members will work with Superintendent Rue to build common background knowledge regarding the roles and responsibilities of the school board and to develop the board and superintendent goals for the 2026-2027 school year. The Washington State School Directors' Association (WSSDA) will be present to facilitate the training.

	Purpose	Presenter

X. Closing Items

A. For the Good of the Order

B. Adjourn Meeting — Vote

"Where students thrive, feel valued, and shape a better world."

Coversheet

2340 Religious Related Activities and Practices

Section: V. Policy Updates
Item: A. 2340 Religious Related Activities and Practices
Purpose: Discuss
Submitted by:
Related Material: 2340 Religious Related Activities & Practices (Griffin 2000).pdf
2340 Religious Related Activities and Practices (WSSDA 2011).docx.pdf

Policy No. 2340
Instruction

RELIGIOUS RELATED ACTIVITIES AND PRACTICES

The board recognizes that views and opinions regarding the relationship of the schools and religion are diverse. While community opinions are important in shaping policy, the board must give primary credence to the United States and Washington state constitutions, state law and the decisions made by the respective courts when establishing guidelines for making decisions regarding religious related activities and practices. The board further accepts the declaration of the State Board of Education that "all students ... possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence." To this end, the board hereby establishes the following guidelines to preserve the rights of all students within the framework of the respective constitutions.

A. Instruction about religious matters and/or using religious materials shall be conducted in an objective, neutral, non-devotional manner and shall serve a secular educational purpose. History, literature, the arts and other disciplines taught in school may have a religious dimension. Study of these disciplines, including the religious dimension, shall give neither preferential nor disparaging treatment to any single religion or to religion in general and must not be introduced or used for devotional purposes.

Criteria used to guide academic inquiry in the study of religion shall seek the same neutrality, objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America's pluralistic society and should educate rather than indoctrinate. Instructional activities should meet the three-part test established and used by the U.S. Supreme Court to determine constitutionality: (1) the activity must have a secular purpose; (2) the activity's principal or primary effect must be one that neither advances nor inhibits religion; and (3) the activity must not impose excessive involvement on the part of the school in order to maintain a neutral position towards the advancement of religion. This constitutional restriction shall not preclude a student from expressing his/her views relative to belief or non-belief about a religious related issue in compositions, reports, music, art, debate and classroom discussion, when consistent with the assignment.

All religious-related instructional materials and/or activities must relate to secular student learning goals or standards.

Staff shall avoid assigning work that emphasizes the religious aspects of a holiday. Individual students should be allowed, at their own direction, to use religious personages, events or symbols as a vehicle for artistic expression, if consistent with the assignment. State law prohibits staff from requiring that students reveal, analyze or critique their religious beliefs, from grading academic work on its religious expression if any, from censoring or imposing consequences on students who engage in religious expression in accordance with the law, or from imposing the religious beliefs of the staff member on students.

B. A student may decline to participate in a school activity that is contrary to his/her religious convictions.

C. If noncurriculum-related student groups are permitted to meet on school premises immediately before or after school hours, students shall be permitted to meet to discuss religious, political, philosophical or other issues provided such group meetings are student-initiated and student-managed in compliance with Board Policy 2158, Non-curriculum Related Student Groups.

D. Religious groups may rent school facilities under the policy providing for facilities rental. Activities of such groups shall be clearly separated from school sponsored activities so that the school district does not support or appear to support the establishment of religion.

E. A student may distribute religious literature under the same conditions that other literature may be distributed on the campus provided that such distribution does not intrude on the operation of the school.

G. Material and/or announcements promoting religion may not be distributed by nonstudents or on behalf of groups or individuals who are not students.

G. Religious services, programs or assemblies shall not be conducted in school facilities during school hours or in connection with any school sponsored or school related activity. Speakers and/or programs that convey a religious or devotional message are prohibited. This restriction does not preclude the presentation of choral or musical assemblies which may use religious music or literature as a part of the program or assembly.

H. Musical, artistic and dramatic presentations which have a religious theme may be included in course work and programs on the basis of their particular artistic and educational value or traditional secular usage. They shall be presented in a neutral, non-devotional manner, be related to the objective of the instructional program, and be accompanied by comparable artistic works of a nonreligious nature.

Since a variety of activities is included as part of a holiday theme, care must be exercised to focus on the historical and secular aspects of the holiday rather than its devotional meanings. Music programs shall not use the religious aspect of a holiday as the underlying message or theme. Pageants, plays and other dramatic activities shall not be used to convey religious messages. Religious symbols such as nativity scenes, if used, shall be displayed in conjunction with a variety of secular holiday symbols so that the total presentation emphasizes the cultural rather than religious significance of the holiday.

I. A student, upon the request of a parent, may be excused to participate in religious instruction for a portion of a school day provided the activity is not conducted on school property.

J. Upon receipt of a parent(s) request, a student shall be excused from attending school in observance of a religious holiday.

K. Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.

L. As a matter of individual liberty, a student may of his/her own volition engage in private, non-disruptive prayer at any time not in conflict with learning activities. School staff shall neither encourage, or discourage a student from engaging in non-disruptive oral or silent prayer or any other form of devotional activity.

M. Eighth grade promotion exercises shall be free from sectarian influence, including invocations and benedictions.

Students, parents and staff who are aggrieved by practices or activities conducted in the school or district may register their concern with the building principal or district superintendent.

Cross References:	Board Policy	3122	Student Absences
		3220	Freedom of Expression
		3223	Freedom of Assembly
		3224	Student Dress
		4220	Complaints Regarding Staff or Program
		4237	Contests, Advertising and Promotions
		4260	Use of School Facilities

Legal References: U.S. Constitution First Amendment, Fourteenth Amendment
Wash. Constitution Art. I, 11
Wash. Constitution Art. 9, Sec. 4 and Art. 26
Chapter 131, Laws of 1998

WAC 180-40-227	School district rules defining students' religious rights

Adoption Date: May 17, 2000

Policy: 2340
Section: 2000 - Instruction

Religious-Related Activities and Practices

The board recognizes that views and opinions regarding the relationship of the schools and religion are diverse. While community opinions are important in shaping policy, the board must give primary credence to the United States and Washington State constitutions, state law and the decisions made by the respective courts when establishing guidelines for making decisions regarding religious-related activities and practices. The board further accepts the declaration of the State Board of Education that “all students . . . possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence.” To this end, the board establishes the following guidelines to preserve the constitutional rights of all students:

A. Instruction about religious matters and/or using religious materials will be conducted in an objective, neutral, non-devotional manner and will serve a secular educational purpose. History, sociology, literature, the arts and other disciplines taught in school may have a religious dimension. Study of these disciplines, including the religious dimension, will give neither preferential nor disparaging treatment to any single religion or to religion in general and must not be introduced or utilized for devotional purposes.

B. Criteria used to guide academic inquiry in the study of religion will seek the same neutrality, objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America's pluralistic society and should educate rather than indoctrinate. Instructional activities should meet the three-part test established and used by the U.S. Supreme Court to determine constitutionality: (1) the activity must have a secular purpose; (2) the activity's principal or primary effect must be one that neither advances nor inhibits religion; and (3) the activity must not excessively involve the school in religion. This constitutional restriction does not preclude a student from expressing his/her views relative to belief or non-belief about a religious-related issue in compositions, reports, music, art, debate and classroom discussion, when consistent with the assignment.

   All religious-related instructional materials and/or activities must relate to secular student learning goals or standards.

   Staff will avoid assigning work that emphasizes the religious aspects of a holiday. Individual students should be allowed, at their own direction, to use religious personages, events or symbols as a vehicle for artistic expression, if consistent with the assignment. State law prohibits staff from requiring that students reveal, analyze or critique their religious beliefs, from grading academic work on its religious expression if any, from censoring or imposing consequences on students who engage in religious expression in

accordance with the law, or from imposing the religious beliefs of the staff member on students.

C. A student may decline to participate in a school activity that is contrary to his/her religious convictions.

   If noncurriculum-related student groups are permitted to meet on school premises immediately before or after school hours, students will be permitted to meet to discuss religious, political, philosophical or other issues provided such group meetings are student-initiated and student-managed in compliance with Board Policy 2153, Non-curriculum Related Student Groups.

D. Religious groups may rent school facilities under the policy providing for facilities rental. Activities of such groups will be clearly separated from school sponsored activities so that the school district does not support or appear to support the establishment of religion.

E. A student may distribute religious literature under the same conditions that other literature may be distributed on the campus provided that such distribution does not intrude on the operation of the school.

F. Material and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.

G. Religious services, programs or assemblies will not be conducted in school facilities during school hours or in connection with any school sponsored or school related activity. Speakers and/or programs that convey a religious or devotional message are prohibited. This restriction does not preclude the presentation of choral or musical assemblies which may use religious music or literature as a part of the program or assembly.

H. Musical, artistic and dramatic presentations which have a religious theme may be included in course work and programs on the basis of their particular artistic and educational value or traditional secular usage. They will be presented in a neutral, non-devotional manner, be related to the objective of the instructional program, and be accompanied by comparable artistic works of a nonreligious nature.

   Since a variety of activities is included as part of a holiday theme, care must be exercised to focus on the historical and secular aspects of the holiday rather than its devotional meanings. Music programs will not use the religious aspect of a holiday as the underlying message or theme. Pageants, plays and other dramatic activities will not be used to convey religious messages. Religious symbols such as nativity scenes, if used, will be displayed in conjunction with a variety of secular holiday symbols so that the total presentation emphasizes the cultural rather than religious significance of the holiday.

I. A student, upon the request of a parent, may be excused to participate in religious instruction for a portion of a school day provided the activity is not conducted on school property. (Credit will not be granted for such instruction.)

J. Upon receipt of a parent(s) request, a student will be excused from attending school in

observance of a religious holiday.

K. Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.

L. As a matter of individual liberty, a student may of his/her own volition engage in private, non-disruptive prayer at any time not in conflict with learning activities. School staff will neither encourage, nor discourage a student from engaging in non-disruptive oral or silent prayer or any other form of devotional activity.

M. Eighth grade promotion exercises will be free from sectarian influence, including invocations and benedictions.

N. There will be no school sponsorship of baccalaureate services. Interested parents and students may plan and organize baccalaureate exercises provided that the service is not promoted through the school and staff, and student participation is voluntary.

Students, parents and staff who are aggrieved by practices or activities conducted in the school or district may register their concern with the building principal or district superintendent.

Griffin Updated: _____
WSSDA Last Revised: **December 01, 2011**
Classification: **Important**
Prior Revised Dates: **10.00; 10.07**

Legal References:

- U.S. Constitution First Amendment, Fourteenth Amendment
- Wash. Constitution Art. I, 11
- Wash. Constitution Art. 9, Sec. 4 and Art. 26
- RCW 28A.600.025 Students rights of religious expression - Duty of superintendent of public instruction to inform school districts
- WAC 392-400-227 School district rules defining students religious rights

Cross References:

- 4260 - Use of School Facilities
- 4237 - Contests, Advertising and Promotions
- 4235 - Public Performances
- 4220 - Complaints Concerning Staff or Programs
- 4060 - Distribution of Information
- 3224 - Student Dress
- 3223 - Freedom of Assembly
- 3220 - Freedom of Expression
- 3122 - Excused and Unexcused Absences
- 2153 - Non-Curriculum-Related Student Groups

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Coversheet

5281 Disciplinary Action and Discharge

Section:	V. Policy Updates
Item:	B. 5281 Disciplinary Action and Discharge
Purpose:	Discuss
Submitted by:	
Related Material:	5281 Disciplinary Action and Discharge (Griffin 2000).pdf 5281 Disciplinary Action and Discharge (WSSDA 2021).docx.pdf

DISCIPLINARY ACTION AND DISCHARGE

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or in such other ways that the law determines to be sufficient cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or discharge may include, but is not limited to:

Insubordination, gross incompetence, immorality, conviction of a felony, nonprofessional conduct, mental or physical inability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington, use of alcoholic beverages on school premises or at a school-sponsored activity off the school premises, and use of district supplies and equipment for personal betterment or financial gain.

Discipline shall be reasonably appropriate to the circumstances but may include suspension or discharge. In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the child protective services central registry for evidence regarding the staff member as an adjudicated or admitted perpetrator of child abuse or neglect. Discharge or other adverse action affecting the contract status of certificated staff shall be instituted by the superintendent in the manner prescribed by law. When the district or superintendent discharges, fails to renew the contract or permits a certificated staff member to resign, the superintendent shall notify the state board of education of such termination of employment.

The superintendent is authorized to suspend a provisional status classified staff member immediately. Provisional status as used herein is granted to a classified staff member for the first 90 days of employment. Thereafter, if performance has been acceptable, the classified staff member shall be granted regular status.

The superintendent is authorized to suspend a regular status classified staff member immediately. The staff member shall be advised of the right to request an informal pretermination meeting within five (5) working days following notice. At such time the staff member may receive notice of the charges against him/her, an explanation of the evidence, and an opportunity to refute any of the charges made.

Upon the request of the suspended staff member, the board shall meet with the suspended staff member to determine if discharge action shall be taken. If a request is not received, the board shall act upon the recommendation of the superintendent.

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Cross References: Board Policy 5006 Unprofessional Conduct

Legal References:

RCW 28A.400.300 Hiring and discharge of employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools

28A.400.340 Notice of discharge to contain notice or right to appeal if available

28A.405.300 Adverse change in contract status of certificated employee--Determination of probable cause--Notice--Opportunity for hearings

28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract--Hearings--Procedure

28A.410.090 Revocation of authority to teach

28A.400.320 Mandatory termination of classified employees

28A.405.470 Mandatory termination of certified employees

28A.400.340 Notice of discharge to contain notice of right to appeal if available

WAC 180-86 Policies and procedures for administration of certification proceedings

180-87 Acts of Unprofessional Conduct

180-44-060 Drugs and alcohol--Use of as cause for dismissal

Adoption Date: July 19, 2000

Policy: 5281
Section: 5000 - Personnel

Disciplinary Action and Discharge

Grounds for Disciplinary Action or Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that affect their effectiveness on the job may be subject to disciplinary action or discharge. Behavior, conduct, or action that provides sufficient cause may warrant disciplinary action or discharge. Such behavior, conduct, or action may include but is not limited to:

A. Incompetence;
B. Inefficiency;
C. Misappropriation or misuse of district property;
D. Neglect of duty;
E. Insubordination;
F. Conviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including any felony crime involving:
    1. The physical neglect of a child;
    2. The physical injury of death of a child;
    3. Sexual exploitation of a child;
    4. Sexual offenses;
    5. Promotion of a minor for prostitution purposes; or
    6. The sale or purchase of a minor child;

    [employees are required to report in writing to the superintendent any conviction or guilty plea of the above referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea];
G. Malfeasance;
H. Misconduct;
I. Inability to perform job functions;
J. Willful violation of district policies and procedures, laws, or regulations;
K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;
L. Conflict of interest;
M. Abuse of leave;
N. Unlawful harassment, verbal abuse, physical abuse or sexual misconduct toward staff, students, or members of the public;
O. Manufacture, possession, distribution, sale or being under the influence of alcohol, controlled, illegal, addictive or harmful substances including anabolic steroids;
P. Conduct (whether on the job or off the job) that has a substantial negative impact on

performance;

Q. Mental or physical inability to perform the essential job duties;
R. Intemperance;
S. Intentional discrimination or harassment;
T. Vulgar speech or actions;
U. Use of habit forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;
V. Use of alcoholic beverages on district premises or at a district sponsored activity off the district premises;
W. Use of district supplies and equipment for personal betterment or financial gain or other improper purposes;
X. Falsification or omission of material information from district records or any report or statement required of or submitted by the employee. This includes, but is not limited to, providing false information to the district (i.e., timesheets, application materials, during formal investigations);
Y. Engage in the obstruction of justice, which includes witness intimidation, retaliation, destruction of evidence, or engaging in conduct to compromise an investigation or inquiry of misconduct; or
Z. Engage in any other conduct that lacks educational value/legitimate professional purpose and harms students.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Appropriate reports will also be made to law enforcement, the Office of the Superintendent of Public Instruction, and the student's parents or guardians, as required by law.

Nondisciplinary Dismissal

Nonrepresented classified employees and certificated administrators may be subject to nondisciplinary dismissal for behaviors such as, but not limited to, refusal to provide proof of vaccination or refusal to obtain a medical or religious accommodation. The option to use nondisciplinary dismissal does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses as determined by the superintendent or designee.

Abuse and Sexual Misconduct

The district will not enter into any contract that is contrary to law to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee and will comply with all legal requirements regarding such misconduct.

The district, or an individual acting on behalf of the district, shall not provide a recommendation of employment for a current or former employee, contractor, or agent that the district or individual acting on behalf of district knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law. District/school employees,

contractors, and agents are also prohibited from providing a recommendation of employment to a current or former employee, contractor, or agent that the employees, contractors, or agents know or has probable cause to believe engaged in sexual misconduct with a student or minor in violation of the law. This does not prohibit the routine transmission of administrative or personnel files, but does prohibit doing more than that to help the current or former employee obtain new employment.

Suspension of Staff
The superintendent/designee is authorized to suspend a staff member immediately as deemed appropriate.

Griffin Updated: _____
WSSDA Last Revised: **October 13, 2021**
Classification: **Discretionary**
Prior Revised Dates: **04.98, 10.02, 04.04; 10.05; 06.07; 12.11; 12.14; 12.15; 03/01/2019**

Legal References:

- RCW 28A.400.300 Hiring and discharge of employees - Written leave policies - Seniority and leave benefits of employees transferring between school districts and other educational employers
- RCW 28A.400.320 Crimes against children - Mandatory termination of classified employees - Appeal - Recovery of salary or compensation by district
- RCW 28A.400.340 Notice of discharge to contain notice of right to appeal if available
- RCW 28A.405.300 Adverse change in contract status of certificated employee - Determination of probable cause - Notice - Opportunity for hearing
- RCW 28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract - Hearings - Procedure
- RCW 28A.405.470 Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district
- RCW 28A.410.090 Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process
- RCW 49.44.200 Personal social networking accounts - Restrictions on employer access - Definitions
- Chapter 181-86 RCW Policies and procedures for administration of certification proceedings
- WAC 181-87 Acts of Unprofessional Conduct

Management Resources:

- 2021 - October Issue
- 2019 - March 2019 - March Policy Issue
- 2015 - December Issue
- 2014 - December Issue
- 2004 - October Issue

Cross References:

- 5006 - Certification Revocation
- 5240 - Evaluation of Staff
- 5280 - Separation from Employment

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Coversheet

5400 Personnel Leaves

Section:	V. Policy Updates
Item:	C. 5400 Personnel Leaves
Purpose:	Discuss
Submitted by:	
Related Material:	5400 Personnel Leaves (Griffin 2000).pdf 5400 Personnel Leaves (WSSDA 2024).docx (1).pdf

PERSONNEL LEAVES

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

A. Leave at Full Pay Unless Stated Otherwise. Leaves shall be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also shall be specifically stated.

B. Return from Leaves. At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

Except as may otherwise be specifically provided by law or district policy, a staff member shall be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.

C. Prior Notice of Application. Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.

D. Flexibility in Granting Leaves. The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.

E. Leaves Prorated for Part-Time Staff. Part-time staff shall be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves shall be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.

Legal References:

RCW 28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools.
AGO 1980 No. 22	Limitation on compensated leave for school district employees

Adoption Date: July 19, 2000

Policy: 5400
Section: 5000 - Personnel

Personnel Leaves

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

A. **Leave at Full Pay Unless Stated Otherwise.** Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.
B. **Leaves are granted per contracts or collective bargaining agreements.**
C. **Return from Leaves.** At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

   Except as may otherwise be specifically provided by law or district policy, a staff member will be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.
D. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
E. **Flexibility in Granting Leaves.** The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
F. **Leaves Prorated for Part-Time Staff**. Part-time staff will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves will be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
G. **Noncumulative**. Leaves will be noncumulative from year to year unless otherwise stated per contract or collective bargaining agreement.

Unpaid Leaves

Upon employee request, the superintendent or designee has discretion to consider providing unpaid leave to employees in certain circumstances. The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses.

Griffin Update: _____
WSSDA Last Revised: **December 22, 2024**
Classification: **Critical**

Prior Revised Dates: **04.98; 12.00; 12/01/2011; 10/13/2021; 12/16/2021**

Legal References:

- RCW 28A.400.300 Hiring and discharging of employees - Written leave policies - Seniority and leave benefits of employees transferring between school districts and other educational employers
- AGO 1980 No. 22 Limitation on compensated leave for school district employees

Management Resources:

- 2024 - December Issue
- 2021 - December Issue
- 2021 - October Issue
- 2011 - December Issue

Cross References:

- 5411 - Staff Vacations
- 5410 - Holidays
- 5407 - Military Leave
- 5406 - Leave Sharing
- 5404 - Family, Medical, and Maternity Leave
- 5403 - Emergency and Discretionary Leaves
- 5401 - Sick Leave

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Coversheet

5401 Sick Leave

Section: V. Policy Updates
Item: D. 5401 Sick Leave
Purpose: Discuss
Submitted by:
Related Material: 5401 Sick Leave (Griffin 2000).pdf
5401 Sick Leave (WSSDA 2017).docx (1).pdf

SICK LEAVE

The district shall grant each full-time, certificated and classified staff member of the district 12 sick leave days annually. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed one year.

The district may require a signed statement from a physician for any absence in excess of five consecutive days. If sick leave benefits are exhausted, the board may grant leave without pay for the balance of the year upon the recommendation of the superintendent.

Attendance Incentive. In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

(1) to receive remuneration for unused sick accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or

(2) to add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation shall be deducted from accumulated sick leave at the rate of four days for every one-day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of separation due to retirement, provided that the retiree provides documentation from the appropriate state retirement system. Such leave shall be accrued at the rate of no more than one day per month.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate must be submitted to the district office or proper documentation of court appointment as administrator of the estate.

An employee who is at least age fifty-five, has ten years of service in the retirement system, and is a member of either the teachers' or school employees' retirement system Plan 3, or is at least age fifty-five, has at least fifteen years of service in the retirement system and is a member of either the teachers' or school employees' retirement system Plan 2 may cash out all accumulated sick leave at the rate of one day's monetary compensation for every four days of sick leave at the time of separation from employment.

Earned sick leave shall not be accumulated in excess of 180 days as of December 31st of each year, except that an employee may exercise the annual January cash-out option for all days accumulated in excess of this maximum.

Legal References:	RCW	28A.400.210	Employee attendance incentive program--Remuneration for unused sick leave
		28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
		WAC 392-136	Conversion of Accumulated Sick Leave
	AGO 6498.00 --- 1963-64 No. 98		Sick leave for certificated and non-certificated employees
	AGO 8022.00 --- 1980 No. 22		Limitation on compensated leave for school district employees

Adoption Date: July 19, 2000, Rev. 2-13-01, 5-16-01

Policy: 5401
Section: 5000 - Personnel

Sick Leave

I. Paid Sick Leave for Certificated and Classified Staff Members

The district will grant each certificated and classified staff member of the district sick leave days annually in accordance with RCW 28A.400.300 and applicable collective bargaining agreements.

Unused sick leave days may be accumulated from year-to-year up to a maximum of one hundred eighty days for the purposes of RCW 28A.400.210 and 28A.400.220, and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.

The district may require a signed statement from a healthcare provider for any absence in excess of five consecutive days. Pursuant to WAC 296-128-660, if the district requires such verification from a nonexempt staff member and the staff member believes obtaining verification would result in an unreasonable burden or expense, the staff member may contact Human Resources orally or in writing. Verification must be provided to the district within 10 calendar days of the first day a nonexempt staff member used paid sick leave to care for themselves or a family member.

If sick leave benefits are exhausted, the board may grant leave without pay for the balance of the year upon the recommendation of the superintendent/designee.

II. Attendance Incentive Program for Certificated and Classified Staff Members

In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

A. To receive remuneration for unused sick accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or

B. To add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation will be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of an eligible separation from employment as set forth in RCW 28A.400.210 and Chapter 392-136 WAC.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate and proper documentation of court appointment as administrator of the estate must be submitted to the district office.

III. Additional Paid Sick Leave Provisions

A. Nonexempt Staff Members

Nonexempt staff members are covered by the sick leave provisions of RCW 28A.400.300 and are also covered by the sick leave provisions of RCW 49.46.210 and Chapter 296-128 WAC beginning January 1, 2018.

In general, the sick leave benefits provided under RCW 28A.400.300 are more generous than those required by RCW 49.46.210 and Chapter 296-128 WAC. Below, however, are some of the rights that nonexempt staff members are entitled to under RCW 49.46.210 and Chapter 296-128 WAC:

1. Nonexempt staff members must accrue at least one hour of paid sick leave for every forty hours worked.

2. Nonexempt staff members are entitled to use their accrued paid sick leave beginning on the ninetieth calendar day after the commencement of their employment.

3. Nonexempt staff members may use paid sick leave to care for themselves or their family members, when the staff members' workplace or children's school or place of care has been closed by a public official for any health related reason, or for absences that qualify for leave under the Domestic Violence Leave Act.

4. Nonexempt staff members must be permitted to carry over at least forty hours of paid

sick leave.

5. Retaliation against a nonexempt staff member for lawful exercise of paid sick leave rights is prohibited.

B. Reasonable Notice for the Use of Paid Sick Leave [Optional]

Nonexempt staff members must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for themselves or a family member. Please provide such reasonable notice to [insert point of contact, e.g. supervisor]. Any information provided will be kept confidential. If a nonexempt staff member's absence is foreseeable, the staff member must provide notice to [insert point of contact] at least 10 days, or as early as possible, before the first day paid sick leave is used. If a nonexempt staff member's absence is unforeseeable, the staff member must contact [insert point of contact] as soon as possible.

A nonexempt staff member must give advance oral or written notice to [insert contact] as soon as possible for the foreseeable use of paid sick leave to address issues related to the staff member or the staff member's family member being a victim of domestic violence, sexual assault, or stalking. If a nonexempt staff member is unable to give advance notice because of an emergent or unforeseen circumstance related to the staff member or the staff member's family member being a victim of domestic violence, sexual assault, or stalking, the staff member or a designee must give oral or written notice to [insert contact] no later than the end of the first day that the staff member takes such leave.

C. Frontloaded Paid Sick Leave [Optional]

The district will provide eligible nonexempt staff members with a notification of frontloaded paid sick leave. This notification will provide details of the amount of paid sick leave hours that will be placed into a nonexempt staff member's paid sick leave bank at the start of their employment. It will include the calculations used to determine the frontloaded hours, the paid sick leave accrual year, and a staff member's eligibility details. Unused frontloaded paid sick leave balances of 40 hours or less will carry over to the following year.

The district will make written or electronic notification to a nonexempt staff member for each paid sick leave frontloading period, providing the amount of paid sick leave frontloaded, the calculation used to determine the amount of paid sick leave, and any adjustments based on additional accrued hours. If a nonexempt staff member's frontloaded paid sick leave is less than the amount that they were entitled to accrue, the district will make any additional amounts of paid sick leave available for the staff members use no later than 30 days after the discrepancy is identified.

If a nonexempt staff member uses more paid sick leave than the staff member would have accrued absent frontloading, the district will not seek reimbursement from the staff member for the paid sick leave used.

Griffin Update: _____
WSSDA Last Revised: **December 01, 2017**
Classification: **Critical**
Prior Revised Dates: **10.00; 12.11**

Legal References:

- RCW 49.46.200 Paid sick leave
- RCW 49.46.210 Paid sick leave - Authorized purposes - Limitations - Family member - defined
- Chapter 296-128 WAC Minimum Wages
- RCW 28A.400.210 Employee attendance incentive program - Remuneration or benefit plan for unused sick leave
- RCW 28A.400.300 Hiring and discharging of employees - Written leave policies - Seniority and leave benefits, of employees transferring between school districts and other educational employers
- Chapter 392-136 WAC Finance - Conversion of Accumulated Sick Leave
- AGO 1964 No.98 Sick leave for certificated and noncertificated employees
- AGO 1980 No.22 Limitation on compensated leave for school district employees

Management Resources:

- 2017 - December Policy Issue

Cross References:

- 5406 - Leave Sharing

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Coversheet

5403 Emergency & Discretionary Leaves

Section: V. Policy Updates
Item: E. 5403 Emergency & Discretionary Leaves
Purpose: Discuss
Submitted by:
Related Material: 5403 Family Emergency Leaves (Griffin 2000).pdf
5403 Emergency and Discretionary Leaves (WSSDA 2011).docx (1).pdf

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 sick leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

In the event the staff member's sick leave has been exhausted, the leave may be granted without pay. Except as otherwise provided, this policy is subject to all of the provisions of Policy 5400. Unless otherwise provided by an applicable collective bargaining agreement, the following shall apply:

Family Illness. District staff members may use accrued sick leave to care for a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment or supervision for any absence which exceeds five (5) consecutive days.

Death in the Family. 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.

Birth or Adoption of a Child. The district shall 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 shall 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 shall be submitted in writing to the superintendent not less than 30 days prior to the beginning date of the leave. The notice shall 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 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 shall preclude the use of accumulated sick leave to care for a child under age eighteen (18) with a health condition that requires treatment or supervision, as provided in the Family Illness section of this policy.

Legal References:	RCW	49.12.270	Sick leave to care for child
		49.12.360	Parental leave--discrimination prohibited

Adoption Date: July 19, 2000

Policy: 5403
Section: 5000 - Personnel

Emergency and Discretionary Leaves

Emergency leave may be granted for no more than 1 day 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, 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.

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

A. **Domestic Violence Leave**
The district will 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 will 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. **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.

C. **Death in the Family**
The district will allow each full-time staff member a maximum of 5 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 will 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 will be treated as a single death with respect to the length of leave granted.

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 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 to care for a child with a health condition that requires treatment or supervision, as provided in the 'Family Illness' section of this policy.

Leaves of Absence

The district may grant leaves of absence for specific periods of time for up to one school year upon application by a staff member, the recommendation of the superintendent and the approval of the board. Such leaves will be without pay or fringe benefits and, with the approval of the board, and may be extended for one additional school year. During the leave the staff member may pay the district's share of any insurance benefits program in order to maintain those benefits. The needs of students and the district program warrant primary consideration. Leaves of absence will be granted only when they 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 April I 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 will be terminated.

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.

Leaves to Attend Meetings/Conferences

The district may grant leaves, subject to the recommendation of the superintendent 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 leaves may be granted without pay and with or without travel expense reimbursement.

Griffin Updated: _____
WSSDA Last Revised: **December 01, 2011**
Classification: **Discretionary**
Prior Revised Dates: **04.98, 08.02; 04.09; 10.11**

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 49.12.270 Sick leave, time off - Care of family members
- Chapter 49.76 RCW Domestic violence leave

Management Resources:

- 2011 - December Issue
- 2011 - October Issue
- 2009 - April Issue

Cross References:

- 5021 - Conflicts Between Policy and Bargaining Agreements

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Coversheet

5404 Family, Medical & Maternity Leave

Section:	V. Policy Updates
Item:	F. 5404 Family, Medical & Maternity Leave
Purpose:	Discuss
Submitted by:	
Related Material:	5404 Family Leave (Griffin 2000).pdf 5404 Family Medical and Maternity Leave (WSSDA 2019).docx.pdf

FAMILY LEAVE

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

(a) Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child; or

(b) Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job.

Leave taken for newborn or adopted childcare shall be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20% of the number of working days in the period during which the leave would extend without the approval of the superintendent. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth, pursuant to the Maternity Leave section of this policy.

If both parents of a newborn or newly adopted child are employed by the school district, they shall be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave shall be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

The superintendent may require written verification from the employee's health care provider.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers shall select a third provider, whose opinion, obtained at the employer's expense, shall be conclusive.

Return to work. Any employee returning from an authorized family leave, shall be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

1) The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.

B) The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.

C) The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

Legal References:	Ch. 49.78 RCW	Family Leave
	Ch. 296-134 WAC	Family Leave
	P.L. 103-3	Family and Medical Leave Act of 1993

Adoption Date: July 19, 2000

Policy: 5404
Section: 5000 - Personnel

Family, Medical, and Maternity Leave

I. State Paid Family and Medical Leave

Paid family and medical leave are benefits administered by the Washington State Employment Security Department. Employees interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Employees who have questions regarding the application process may contact the Employment Security Department or visit its website at paidleave.wa.gov. The district will post notices made available by the Employment Security Department that provide pertinent information regarding paid family and medical leave benefits.

A brief description of the paid family and medical leave benefits program is provided below. The description is not meant to capture every aspect of the program; rather, it is meant to give a general overview.

Eligibility

Employees who have worked 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters are eligible for paid family and medical leave.

Reasons for leave

Family leave means leave taken by an employee from work for the following reasons:

A. To participate in providing care, including physical or psychological care, for a family member made necessary by a serious health condition of the family member;
B. To bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of eighteen within the employee; or
C. Because of any qualifying exigency as permitted under the federal family and medical leave act for family members as defined by RCW 50A.05.010(10).

Medical leave means any leave taken by an employee from work made necessary by the employee's own serious health condition as defined by RCW 50A.05.010(20).

Amount of leave

Employees may take up to 12 weeks of paid family leave during a period of 52 consecutive

calendar weeks.

Employees may take up to 12 weeks of paid medical leave during a period of 52 consecutive calendar weeks. Paid medical leave may be extended by two weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Employees may take a combined 16 weeks of paid family and paid medical leave during a period of 52 consecutive calendar weeks. The combined total may be extended to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Employee notice to district

An employee must provide the district at least 30 days' written notice before paid family or medical leave is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition.

An employee must provide the district written notice as soon as practicable when 30 days' notice is not possible because of a lack of knowledge of approximately when leave will be required to begin, because of a change in circumstances, or because of a medical emergency.

An employee must provide the district written notice as soon as is practicable for foreseeable leave due to a qualifying military exigency, regardless of how far in advance such leave is foreseeable.

The notice must be in writing and contain at least the anticipated timing and duration of the leave.

District notice to employee

Whenever the district becomes aware that an employee is absent from work for more than seven consecutive days to take family or medical leave, the district must will provide the employee with a written statement provided by the Employment Security Department of the employee's rights.

The notice will be sent by the fifth business day after the employee's seventh consecutive missed day of work due to family or medical leave or by the fifth business day after the employer becomes aware that the employee's absence is due to family or medical leave, whichever is later.

Employment restoration

Upon return from paid family or medical leave, an employee is entitled to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

As a condition of restoration for employees who have taken medical leave, the district may require those employees to receive certification from their health care provider that they are able to resume work.

The district may deny restoration to any salaried employee who is among the highest paid ten percent of its employees if the following apply:

A. Denial is necessary to prevent substantial and grievous economic injury to the operations of the employer;
B. The district notifies the employee of its intent to deny restoration on such basis at the time the district determines the injury would occur; and
C. The leave has commenced and the employee elects not to return to employment after receiving the notice.

The district may also deny restoration if the employee would not otherwise have been employed at the time of reinstatement.

If the district chooses to deny restoration, it will provide written notice of such denial in person or by certified mail. The notice will include a statement that the district intends to deny employment restoration when the leave has ended, the reasons behind the decision to deny restoration, an explanation that health benefits will still be paid for the duration of the leave, and the date on which eligibility for employer-provided health benefits ends.

The rights described above only apply in the following circumstances: the district has 50 or more employees; the employee has been employed by the district for twelve months or more; and the employee has worked for the district for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

II. Federal Family and Medical Leave

General provisions

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to do the following:

A. Care for a newborn child, an adopted child of the employee who is under the age of

eighteen at the time of placement for adoption, or a newly placed foster child;

B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for his or her own serious health condition if it renders the employee unable to perform his or her job; or

C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent or designee. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The superintendent or designee may require written verification from the employee's health care provider when the employee is taking medical leave based on his or her own serious health condition.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

Birth or adoption

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

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 or 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.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

Employment restoration

Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

An employee may be denied restoration under the following circumstances: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave, d) or as otherwise allowed by law. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave.

Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

III. Maternity Leave

A staff member may use accumulated paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

Notice

A pregnant staff member is requested to notify her immediate supervisor and the superintendent or designee by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent or designee for one or more of the following:

1.
    A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
    B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
    C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
    D. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

Employment conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the

superintendent or designee of the specific date when she will return to work. Unless the superintendent or designee approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent or designee. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon return
An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

Griffin Update: _____
WSSDA Last Revised: **October 01, 2019**
Classification: **Critical**
Prior Revised Dates: **04.98; 04.09; 10.11; 12.11**

Legal References:

- RCW 28A.400.300 Hiring and discharging of employees - Written leave policies - Seniority and leave benefits of employees transferring between school districts and other educational employers
- Title 50A RCW Family and Medical Leave
- WAC 162-30-020 Pregnancy, childbirth, and pregnancy related conditions
- 29 USC Sec 2601 Family and Medical Leave Act of 1993

Management Resources:

- 2019 - October Policy Issue
- 2011 - December Issue
- 2011 - October Issue
- 2009 - April Issue

Cross References:

- 5021 - Conflicts Between Policy and Bargaining Agreements

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Coversheet

5407 Military Leave

Section: V. Policy Updates
Item: G. 5407 Military Leave
Purpose: Discuss
Submitted by:
Related Material: 5407 Military Leave (Griffin 2000).pdf
5407 Military Leave (WSSDA 2011).docx.pdf

MILITARY LEAVE

The district shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed fifteen days during each calendar year, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges, or pay. During the period of military leave, the staff member shall receive his/her normal pay from the district.

Employees whose school district employment is interrupted by up to five years of active duty military service are entitled to re-employment by the district following their discharge. The superintendent shall adopt procedures to implement these re-employment rights consistent with state and federal law.

Legal References:	RCW 38.40.060	Military leaves for public employees
	AGO 61-62 No. 81	Public Employees--State and Municipal employees --Military leave--Reserve meetings
	38 USC 2021-2024	Uniformed Services Employment and Reemployment Rights Act

Adoption Date: July 19, 2000

Policy: 5407
Section: 5000 - Personnel

Military Leave

The district will grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one days during each year beginning October 1st and ending the following September 30th, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence will be in addition to any vacation or sick leave to which the staff member may be entitled and will not result in any loss of rating, privileges or pay. During this 21 day period of military leave, the staff member will receive his/her normal pay from the district.

Employees whose school district employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by the district following their discharge. The superintendent will adopt procedures to implement these re-employment rights consistent with state and federal law.

Military Leave - Spouse
The district will allow an employee who is the spouse of a military member of the U.S. Armed Forces, National Guard, or Reserves to take up to fifteen (15) days of unpaid leave during a period of military conflict when:

A. The military spouse is on leave from a deployment; or
B. Prior to deployment once the military spouse receives official notification of an impending call or order to active duty.

The employee must work an average of twenty hours or more each week for the district.

The employee is entitled to fifteen days of unpaid leave for each deployment. The employee must provide the district notice of intent to take leave within five business days of the call to active duty or notice of leave from deployment.

Griffin Update: _____
WSSDA Last Revised: **December 01, 2011**
Classification: **Important**
Prior Revised Dates: **04.98; 06.01; 02.09; 04.09; 8.10**

Legal References:

- RCW 38.40.060 Military leave for public employees
- Chapter 49.77 RCW Military family leave act
- Chapter 73.16 RCW Employment and reemployment
- AGO 1961No. 81 Public employees - State and municipal employees - Military leave - Reserve meetings
- 38 USC 4301-4335 Uniformed services employment and reemployment rights act

Management Resources:

- 2010 - August Issue
- 2009 - April Issue
- 2009 - February Issue
- Policy News, June 2001 State Updates Military Leave Rights

Cross References:

- 5404 - Family, Medical, and Maternity Leave

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Coversheet

6530 Insurance

Section: V. Policy Updates
Item: H. 6530 Insurance
Purpose: Discuss
Submitted by:
Related Material: 6530 Insurance (Griffin 1999) (1).pdf
6530 Insurance (WSSDA 2026).docx (1).pdf

Policy No. 6530
Management Support

INSURANCE

All insurance programs of the district shall be managed as part of the district's risk management program.

Liability Insurance

The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be reviewed annually as part of the district's risk management program.

The board shall hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district shall provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the district for the tortious conduct of the board members and superintendent. The superintendent shall obtain errors and omissions insurance in the amounts deemed necessary by the board.

Property Damage Insurance

The district shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

Staff Insurance

The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available liability, life, health, health care, accident, disability or salary protection insurance or any one of or a combination of these types of insurance and may contribute all or part of the cost of such insurance.

Unemployment Insurance

The district shall participate in the state-administered program by the Employment Security Department for fulfilling its unemployment insurance obligation.

The district shall maintain the records required by the Employment Security Department and retain them for not less than four years.

Workers' Compensation

Workers' compensation is an insurance program which covers job-related injuries and occupational diseases. School staff members are covered by a self-insured program administered by the Educational Service District 113, which has been approved by the Washington State Department of Labor and Industries. The staff member is protected in two ways:

1. Medical costs resulting from job injuries are paid

2. Injured employees are paid a partial wage while off work because of a job injury or illness due to on-the-job causes.

When a staff member is injured on the job with a time loss, the district will grant full sick leave for the first three (3) days provided the staff member has accumulated sick leave to cover. For each day covered by workers' compensation the employee may use accumulated sick leave to make up the difference between the workers' compensation payments and the employee's regular salary. In such instances, total pay shall not exceed the staff member's regular pay.

Medical Insurance

Medical plans are offered in the district on a payroll deduction plan. Staff may select from among those plans which are made available by the district's approval. The district shall make a contribution toward approved insurance premiums for each full-time staff member each month in an amount which is determined each year. The district may provide prorated contributions toward premiums for less than full-time staff. In the event of any fully-funded legislative changes for payment of insurance premiums, such funds shall be provided automatically as additional contributions.

When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district shall notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district shall accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence.

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary.

Cross References:	Board Policy	2151	Interscholastic Activities
		5401	Sick Leave
		6535	Student Insurance
		6540	School District Responsibility for Privately Owned Property
		6500	Risk Management
Legal References:	RCW	28A.320.100	Actions against officers, employees or agents of school districts and educational service districts-- Defense, costs, fees--Payment of obligation
		28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
		28A.335.010	School buildings, maintenance, furnishing and insuring
		28A.400.350	Liability, life, health, healthcare, accident, disability and salary insurance authorized--Premiums
		28A.400.370	Mandatory insurance protection for employees
		41.50.160	Restoration of withdrawn contributions by annual installment

RCW	50.44.030(3)	Insurance pools
	50.44.050	Benefits payable, terms and conditions
	50.20.050	Disqualification for leaving work voluntarily without good cause
	4.24.470	Liability of officials and members of governing body of public agency
	4.96.010	Tortious conduct of political sub-division--Liability for damages

29 U.S.C. A ss1161-1168
Consolidated Omnibus Budget Reconciliation Act

WAC 296-15 Workman's compensation self-insurance

Adoption: November 17, 1999

Policy: 6530

Section: 6000 - Management Support

Insurance

All insurance programs of the district will be managed as part of the district's risk management program.

A. **Liability Insurance**
The district will maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection will be reviewed annually as part of the district's risk management program.

The board will hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district will provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability will remain on the district for the tortious conduct of the board members and superintendent. The superintendent will obtain errors and omissions insurance in the amounts deemed necessary by the board.

B. **Property Damage Insurance**
The district will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

C. **Staff Insurance**
The district will develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available medical, dental, vision, liability, life, accident, disability, and salary protection or insurance, direct agreements as defined in chapter 48.150 RCW, or any one of, or a combination of these types of insurance and may contribute all

or part of the cost of such insurance to the extent permitted by law.

D. **Unemployment Insurance**
The district will participate in the program lawfully available for fulfilling its unemployment insurance obligation that is most financially and administratively efficient. The unemployment compensation program will be reviewed annually by the board.

Staff eligible under the terms of the unemployment compensation pool agreement with the educational service district will be provided with the unemployment benefits to which they are entitled. Employees that leave work voluntarily will be ineligible to receive unemployment benefits unless they can show good cause for leaving. The district will maintain the records required by the state employment security department and retain them for not less than four years.

E. **Workers' Compensation**
The district is self-insured through the ESD 113 Workers' Compensation Trust to provide industrial insurance benefits to employees who sustain job-related injuries or occupational diseases. This trust has been approved by the Washington State Department of Labor and Industries to administer industrial insurance benefits. Employees of a self-insured business have the same rights and responsibilities as other workers insured through the state of Washington. Employees are protected in two ways:

1. Medical costs resulting from job-related injuries or diseases are paid under the claim; and
2. Injured employees are paid a partial wage replacement while off work due to a job-related injury or disease under the claim when certified off work by their doctor.

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

1. Choose unpaid leave, thus receiving only his or her entitled temporary total disability (TTD) benefits, or
2. Elect to use a full day of accumulated leave (sick, annual or other similar benefit) in addition to their entitled TTD benefits, or
3. Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employee's regular pay at the time of injury.

The district will deal fairly with employees and give equal consideration to their interests regarding industrial insurance benefits.

Medical Insurance

Per state law, the district will offer eligible employees all benefits offered by the School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority (HCA). The district will pay the employer contributions to the HCA for SEBB insurance coverage for all eligible employees and their dependents as mandated by state laws and the rules promulgated by the HCA. When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district will notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district will accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence. In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary. The full policy premium plus a 2% administration fee will be paid by the staff member or the beneficiary to the district.

Griffin Updated: _____
WSSDA Last Revised: **July 24, 2023**
Griffin Adopted: **November 17, 1999**
Classification: **Important**
Prior Revised Dates: **04.98; 06.10; 12/01/2011**

Legal References:

- RCW4.24.470Liability of officials and members of governing body of public agency - Definitions
- RCW4.96.010Tortious conduct of local government entities - Liability for damages
- RCW28A.320.060Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
- RCW28A.320.100Actions against officers, employees or agents of school districts and educational service districts - Defense, costs, fees - Payment of obligation
- RCW28A.335.010School buildings, maintenance, furnishing and insuring
- RCW28A.400.350Liability, life, health, health care, accident, disability and salary insurance authorized - when required - Premiums
- RCW28A.400.370Mandatory insurance protection for employees
- RCW41.50.160Restoration of withdrawn contributions

- RCW50.20.050Disqualification for leaving work voluntarily without good cause
- RCW50.44.030(3)Political subdivisions, instrumentalities of this state and other state
- RCW50.44.050Benefits payable, terms and conditions - Academic year - defined
- RCW51.32.090Temporary total disability - Partial restoration of earning power - Return to available work - When employer continues wages - Limitations
- 29 U.S.C. 1161-1168Consolidated Omnibus Budget Reconciliation Act
- Chapter 296-15 WACWorker's compensation self-insurance rules and regulations
- Chapter 51.14 RCW Self-Insurers
- Chapter 182-30 WAC Procedures
- Chapter 182-31 WAC Eligible school employees

Management Resources:

- 2023 - July Issue
- 2010 - June Issue

Cross References:

- 6540 - School District's Responsibility for Privately-Owned Property
- 6535 - Student Insurance
- 6500 - Risk Management
- 5401 - Sick Leave
- 2151 - Interscholastic Activities

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Coversheet

5402 Maternity Leave

Section: VII. Policy Removal
Item: A. 5402 Maternity Leave
Purpose: Discuss
Submitted by:
Related Material: 5402 Maternity Leave (Griffin 2000) (1).pdf

MATERNITY LEAVE

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability shall extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity disability, the district shall grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

Notice Required. A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member shall submit a written request to her immediate supervisor and the superintendent for one or more of the following:

A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;

B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;

C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or

D. Termination of employment by resignation.

The notice to the district shall include the approximate beginning and ending dates for the leave.

Employment Conditions. A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she shall return to work. Unless the superintendent approves an earlier date of return, the employee shall give at least 14 days advance notice of the actual date of return.

The staff member shall return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon Return. An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave shall return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member shall be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort shall be made to place the staff member in her original position or in a comparable position.

Right to Apply for Other Leave. Nothing in this policy shall preclude a staff member's right to apply for any other applicable leave as provided by board policy.

Legal References:		
	RCW 28A.400.300	Hiring and discharging employees--Leave for employees
	WAC 162-30-020	Maternity
	RCW 49.78	Family Leave
	WAC 296-134	Family Leave
	P.L. 103-3	Family and Medical Leave Act of 1993

Adoption Date: July 19, 2000

Coversheet

5405 Emergency Leave

Section: VII. Policy Removal
Item: B. 5405 Emergency Leave
Purpose: Discuss
Submitted by:
Related Material: 5405 Emergency Leave (GRIFFIN 2000) (1).pdf

Policy No. 5405
Personnel

EMERGENCY LEAVE

Emergency leave may be granted 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 were taken.

Any 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 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.

Legal References:	RCW 28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools

Adoption Date: July 19, 2000

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