

Personnel Leaves

Upon the recommendation of the superintendent or designee 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 in Units of Full or Half Days.** Leaves may be granted in units appropriate to the position from which the leave is requested.
- C. **Return from Leaves.** Employees may return from leave as provided by federal and/or state law.
- D. **Prior Notice of Application.** Reasonable advance notice is required for all leaves.
- E. **Flexibility in Granting Leaves.** The superintendent or designee, with approval of the board, may grant leaves to individuals who might not otherwise be eligible for such leave in unusual or exceptional circumstances.
- F. **Leaves Prorated for Part-Time Staff.** Part-time staff may be entitled to leave benefits, 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.

Cross References: Board Policy 5401
5403
5404
5406
5407
5408
5410
5411

Sick Leave
Emergency and Discretionary
Leaves
Family, Maternity and Military
Caregiver Leave
Leave Sharing
Military Leave
Jury Duty and Subpoena leave
Holidays
Staff Vacations

Legal References: RCW 28A.400.300
AGO 1980 No. 22

Hiring and discharging of employees — Written
leave policies — Seniority and leave benefits of
employees transferring between school districts
and other educational employers
Limitation on compensated leave for school district
employees

Adoption Date: 11.20.12
Bellevue School District
Revised: