

Emergency and Discretionary Leaves

Emergency leave may be used for emergency by an employee under the following general conditions:

- 1) The problem must have been suddenly precipitated and must be of such a nature that preplanning was not possible or that preplanning could not relieve the necessity for the employee's absence.
- 2) The problem cannot be one of minor importance or mere convenience but must be serious.

Leave for emergency may be used up to the amount of any kind of leave accumulated by the employee so long as conditions 1) and 2) above exist.

A written application for emergency leave should be returned to the district office on the day of return to ~~school~~ work but in no event later than five (5) days after the return to work.

An employee who is unable to work because of personal illness, injury or quarantine and who has exhausted all sick leave benefits may be granted a leave of absence in accordance with applicable law. During the period of this leave the employee's District health insurance contribution will continue until the expiration of the employee's current assignment.

Family Emergency Leaves

The board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

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

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.

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.

C. Bereavement

For employee's not otherwise covered by a collective bargaining agreement, the district will allow each employee a maximum of five (5) days paid 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. Part time employees will be granted paid leave on a pro-rated basis e.g., a .5 FTE will be granted a maximum of twenty hours of leave. Bereavement leave can not be accumulated and shall not be deducted from the employee's available leaves.

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 or designee based upon consideration of educational program needs and the desires of the staff member, together with any recommendation of professionals such as medical practitioners or counselors regarding the leave request.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts
	RCW 49.12.270	Sick leave, time off — Care of family members
	Chapter 49.76 RCW	Domestic Violence Leave
Management Resources:	<i>Policy News</i> , October 2011	Policy Manual Revisions
	<i>Policy News</i> , April 2009	Domestic Violence Leave