

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 an applicable collective bargaining agreement provides otherwise:

A. Unpaid Leave of Absence

The superintendent or designee may grant leaves of absence without pay for up to one (1) year when, in the judgment of the superintendent or designee, the leave would be (a) in the best interest of the district or (b) in the best interest of the staff member and the leave would not impair district functions. Approval of the superintendent or designee must be obtained prior to any absence under this section.

B. Unpaid Leave of Absence, Extended

Upon the recommendation of the superintendent or designee, the board may, in its sole discretion, grant unpaid leaves of absence that would exceed one (1) year.

C. Personal Leave

The Superintendent in his/her discretion, may grant those employees not represented by a labor representative, days of paid personal leave in some number of days similar to those granted in the district's collectively bargained agreements.

D. Return from Leave

At the end of any leave shorter than sixty (60) days in duration, 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 returning from an approved leave of more than sixty (60) days shall be entitled to a position in accordance with the agreement between the Superintendent and the employee at the time the leave was approved.

E. Prior Notice of Application

Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.

F. 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.

G. 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.

CLOVER PARK SCHOOL DISTRICT
Policy Series: Personnel

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H. Non-cumulative

Leaves shall be non-cumulative from year to year unless otherwise stated.

Cross References:	Board Policy	5401	Sick Leave
		5403	Emergency and Discretionary Leaves
		5404	Family, Maternity and Military Caregiver Leave
		5406	Leave Sharing
		5407	Military Leave
		5408	July Duty and Subpoena eave
		5410	Holidays
		5411	Staff Vacations

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

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Clover Park School District
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Essential