
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~~ will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also ~~shall~~ will be specifically stated.
- B. Leaves in Units of Full or Half Days. ~~When a substitute employee is required,~~ leaves may be granted in units of half or full days only.
- 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 ~~shall~~ 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.
- 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 ~~shall~~ will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves ~~shall~~ 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. Non-cumulative. Leaves ~~shall~~ will be non-cumulative from year to year unless otherwise stated.
- H. Unpaid Leaves ~~Upon employee request, the superintendent or designee has the discretion to consider providing unpaid leave to employees in certain circumstances, including but not limited to, employees who refuse to provide proof of vaccination or refusal to obtain a medical or religious accommodation. 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.~~

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

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

Adoption Date: January 15, 2003
Woodland School District #404