

Personnel Leave

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

- A. **Leave at Full Pay Unless Stated Otherwise.** Leave will be with pay unless otherwise stated. If leave is to include expenses to be paid by the district, that also will be specifically stated.
- B. **Leave in Units of Full or Half Days.** Leave may be granted in units of half or full days only.
- C. **Return from Leave.** 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 appropriately comparable position.

Except as may otherwise 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 leave of longer duration.
- D. **Prior Notice of Application.** Reasonable advanced notice is required for all leave, with specific advanced notice as stated in district policy.
- E. **Flexibility in Granting Leave.** In unusual or exceptional circumstances, the superintendent, with approval of the board, may grant leave to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy
- F. **Leave 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 leave 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.** Leave will be noncumulative from year to year.

Unpaid Leave

Upon employee request, the superintendent or designee has 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 Leave
5401 - Sick Leave

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

Grand Coulee Dam School District
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