

## **Discretionary Leaves**

### ***Leaves of Absence***

Upon the recommendation of the superintendent and in accordance with the law, district policy, and provisions of appropriate negotiated agreements, staff may be granted leaves of absence for up to one year. Such leaves shall be without pay or fringe benefits and, with the approval of the board, may be extended for one additional school year.

The needs of students and the district programs warrant primary consideration. Leaves of absence shall be granted only when they shall not have an undesirable impact upon the educational program or business operation of the district.

A staff member shall be entitled to return to a position in the district at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted an annual leave of absence shall inform the board by April 1 as to his/her intentions to assume a position in the district for the ensuing school year. If said notification is not received, the individual's employment rights with the district shall be terminated.

Staff on leave of absence shall not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence. Union seniority will be retained according to contract language.

Legal References:    RCW 28A.400.300    Hiring and discharging employees – Leaves for employees – Seniority and leave benefits, retention upon transfers between schools

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