

Emergency and Discretionary Leaves

Emergency Leave

Emergency leave may be granted for no more than five (5) days per year and may be taken in the case of emergencies. Such leaves will be deducted from an employee's Sick/Emergency Leave Balance.

The emergency leave shall be reported as soon as possible to the Superintendent or his/her designee in order to satisfactorily replace the employee. An "emergency" is an unforeseen event which required the employee to be absent from employment or a situation which could have been foreseen but for which replanning would have been of little or no consequence.

Bereavement Leave

The district will allow each full-time staff member a maximum of five (5) days leave upon the death in the family or any person living in the immediate household as a member of the family.

Leave of Absence

At the discretion of the superintendent or designee, the district may grant leaves of absence for specific periods of time for up to one school year. A leave of absence will be without pay or benefits. During the leave the staff member may pay the district's share of any insurance benefits program to maintain those benefits, also referred to as COBRA/Continuation. In considering whether to grant a leave of absence, the needs of students and the district program warrant primary consideration. A leave of absence will be granted only when it will not have an undesirable impact upon the educational program or business operations.

A staff member will 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 a leave of absence will 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 may be terminated.

A staff member on a leave of absence will not earn any salary schedule experience credit, any sick leave credit, or benefits during the leave of absence. An exception to this is approved Military Leave of Absence, which falls under USERRA law and guidance.

Leave to Attend Meetings/Conferences

At the discretion of the superintendent or designee, the district may grant staff members leave to attend meetings or conferences that are likely to be of value to the staff member's performance. Meetings and conferences wherein bargaining unit activities are conducted are excluded. Such leaves will be granted without pay.

Lynden School District No. 504
BOARD POLICY

Policy: 5403

Legal References:

- RCW 28A.400.300 Hiring and discharging employees - Written leave policies - Seniority and leave benefits of employees transferring between school districts and other educational employers

Management Resources:

- 2011 - December Issue
- 2011 - October Issue
- 2009 - April Issue

Classification: **Discretionary**

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