



Human Resources – Series 5000

Employee Leaves – 5310

Sick Leave

The District shall provide regular full-time (12 month) employees with twelve (12) days sick leave per year for illness, injuries and emergencies. Less than full-time employees shall receive a pro-rated amount of sick leave. For sick leave purposes, sick leave shall accumulate from year to year up to a maximum of the number of work days in an employee's work year.

The District shall offer an attendance incentive program, compensating eligible employees for unused sick leave, in accordance with RCW 28A.400.210 and chapter 392-136 WAC. For the purpose of receiving compensation for unused sick leave, such leave shall accumulate from year to year up to a maximum of 180 days.

Sick leave may be used for the health or emergency conditions of family members in accordance with the provisions of state law.

Bereavement Leave

The District will provide up to five (5) days of paid bereavement leave for each occurrence of death in the employee's immediate family. For purposes of bereavement leave, immediate family is defined as a spouse, parent, child, sibling, grandparent, or other member of the employee's immediate household. The District will provide one (1) day paid bereavement leave for funerals of other relatives or close friends. Additional leave, with or without pay, may be granted for exceptional circumstances if requested and approved in advance by the Superintendent or designee. Bereavement leave is non-cumulative and will not be taken from sick or other leave.

Family and Medical Leave Act

The District shall offer leave to employees for the purposes defined under the provisions of the Family and Medical Leave Act. For the purposes of such leave, the District defines the annual period for leave entitlement as any twelve (12) month period measured backward from the date leave is first used. Employees shall be required to first exhaust all other paid leaves applicable to the situation, and such paid days shall count toward the maximum leave entitlement, except for sick leave used for a woman's condition due to pregnancy or childbirth.

Leave Sharing

The District shall offer a leave-sharing program in accordance with the provisions of chapter 392-126 WAC.

Other Leaves

It is the policy of the District to comply with state and federal law with regard to leave for military training, jury duty, and disability leave. The Superintendent or designee may grant other paid or unpaid leaves for defined periods of time when such leave is deemed to be in the best interests of the District.

Legal References:

RCW 2.36.165	Leave for jury duty
RCW 28A.150.050	School holidays
RCW 28A.400.210	Employee attendance incentive program—remuneration or benefit plan for unused sick leave
RCW 28A.400.300	Hiring and discharging employees – Seniority and leave benefits
RCW 28A.400.380	Leave sharing program
RCW 38.40.060	Military leaves for public employees
RCW 49.12.270	Sick leave to care for family members
Ch. 49.78 RCW	Family leave
Ch. 392-126 WAC	Leave sharing
Ch. 392-136 WAC	Conversion of accumulated sick leave
29 CFR Part 825	Family and Medical Leave Act

Adopted:	03-26-2002
Revised:	03-24-2005