

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 5400

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### PERSONNEL LEAVES

Upon the recommendation of the superintendent/designee 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 or employment guide provides otherwise.

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.
- B. **Leaves in Units of Full or Half Days.** Leaves may be granted in units of half or full days only.
- C. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
- D. **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.
- E. **Leaves Prorated for Part-Time Staff.** Part-time staff shall be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves shall 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.
- F. **Noncumulative.** Leaves shall be non-cumulative from year to year unless otherwise stated.

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#### Cross References:

Board Policy 5411	Staff Vacations
Board Policy 5410	Holidays
Board Policy 5407	Military Leave
Board Policy 5406	Leave Sharing
Board Policy 5404	Family, Pregnancy Disability and Military Caregiver Leave
Board Policy 5401	Sick Leave

#### Legal References:

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

**Adopted by the Board: July 16, 2002**  
**Revised: November 5, 2002; February 27, 2018**