

Walla Walla Public Schools

BOARD POLICY

Policy No. 5400

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 shall be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also shall 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 as stated for all leaves, with specific advance notice as stated in district policy.
- D. Flexibility. 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.

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