

	<p>LEAVES</p>	<p>Policy No. 5400</p> <p>October 19, 2011</p> <p>Page 1 of 1</p>
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It is the policy of the Seattle School Board to permit employees to take leave, as permitted by local, state, or federal law or as appropriate given individual circumstances, such as medical leave. Such leaves may be with or without pay and/or benefits, depending on the nature and length of leave.

Leaves that are permitted include the following:

- Vacation
- Sick
- Maternity
- Emergency, including leave for family emergencies
- Family
- Personal/Bereavement
- Military
- Jury Duty
- Subpoena
- Leaves of Absence

It is also the policy of the Seattle School Board to permit eligible employees to donate excess leave for use by an eligible employee. Donation of excess leave is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The Superintendent is directed to create an administrative guideline that includes the requirements for each type of leave and leave sharing, and to ensure that the information is made available to all staff.

For represented employees, leave benefits are contained in the applicable collective bargaining agreement.

For non-represented employees, leave benefits are contained in the Management Compensation Bulletin.

Adopted: October 2011
Revised:

Cross Reference:

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 28A.400 Employees; RCW 49.78 Family Leave; RCW 49.12.270 Sick leave, time off – Care of family members; RCW 49.76 Domestic violence leave; RCW 38.40.060 Military leave for public employees; RCW 49.77 Military family leave act; RCW 2.36 Juries; AGO 1980 No. 22 Limitation on compensated leave for school district employees

Management Resources: