

Leaves of Absence

It is the policy of the Board to allow employees to take leaves of absence in accordance with local, state and federal laws, and board policies. Leaves may be with, or without pay, as approved by the Superintendent or the Superintendent's designee, based on individual circumstances.

In addition to sick, medical, family, military and shared leave, which are addressed in separate board policies, employees may be eligible for leave in circumstances set out below.

Bereavement Leave

Bereavement leave of up to three (3) days per occurrence may be taken by full-time employees due to loss of a member of the immediate family without loss in pay.

Employees working less than full-time shall be allowed bereavement leave for up to three (3) days of regularly scheduled work hours per occurrence.

Domestic Violence Leave

Victims of domestic violence, sexual assault, or stalking and family members of victims may take sick leave, other accrued leave or leave without pay to address, recover from, or support a family member in addressing or recovering from domestic violence, sexual assault, or stalking.

Unpaid Holidays for Reason of Faith or Religious Activity

ESD employees may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization, as defined in state law. The ESD will grant the request(s) unless the employee's absence would impose an undue hardship on the ESD or the employee's presence at work is necessary to maintain public safety.

Emergency

ESD employees may request use of up to two (2) days of sick leave per fiscal year for an absence that occurred because the weather or a similar emergency prevented the employee from getting to work safely. Emergency leave may not be used for or to extend holidays or vacations.

Personal Leave

Employees may request use of up to two (2) days of sick leave per fiscal year for personal reasons, which may include absences due to inclement weather. Requests for personal leave must be approved in advance by the department head, or their designee. Requests may be denied when the absence interferes with the needs of the program, department and/or the ESD.

Unpaid Leaves of Absence

Leaves of absence due to personal reasons that are not eligible for paid leave will be handled on an individual basis. They will not be considered or approved unless work load permits. These leaves will be without pay.

Legal References:

RCW 49.12.270 Sick leave, time off — Care of family members

Chapter 49.76 RCW Domestic violence leave.

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