

**NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT
BOARD POLICY**

No. 5320

PERSONAL LEAVES AND ABSENCES

A. Personal Leave

Employees working more than 180 days in a “leave year” receive personal leave of two (2) days (based on the number of scheduled hours of work per day) without loss of pay. Personal leave may be taken because of situations arising out of circumstances which require the employee to absent himself/herself from his/her duties. A “leave year” is defined as starting July 1 and ending June 30 of the next year. Employees working less than 180 days receive a prorated share of personal leave without loss of pay based on the number of scheduled work days divided by 180 and multiplying the result by two (2). Employees hired after the fiscal year will receive a prorated amount of personal days based on the number of scheduled work days divided by 180 and multiplying the result by two (2).

Employees, upon finding it necessary to be absent from their assigned duties for personal reasons, shall notify their immediate supervisor at the earliest possible time prior to the time at which they normally report to work. This leave is non-accumulative and any balance as of June 30th will not carry forward into the next leave year.

B. Jury Duty and Court Subpoena Leave

Leave will be given to employees for appearance in court as a witness, other than as a litigant and to serve on a jury. Such leave of absence will be granted with pay.

C. Military Leave

Employees shall be granted military leave according to the provisions of RCW 38.40.060.

D. Other Leaves of Absence

Leaves of absence without pay, excluding those covered under the Board Policy “Family Leave and Medical Act,” due to personal reasons will be considered on an individual basis. Normally, they will not be permitted unless the workload permits.

Any leave of absence for more than thirty (30) working days must be approved by the Superintendent.

Reference:

Federal Family and Medical Leave Act of 1993
RCW 38.40.060 Military Leave for Public Employees
RCW 49.78 Family Leave

Adopted 7/15/80

Revised 7/20/93, 1/27/98, 10/19, 05/22