

OLYMPIC ESD 114 BOARD POLICY
PERSONNEL LEAVE

POLICY 5400

Olympic ESD 114 (OESD) shall make paid and unpaid leaves available for regular eligible full-time and part-time employees. Part-time employees will accrue leave at a rate proportionate to the number of hours they are scheduled to work during a month.

Types of leave made available to eligible employees will include, but not be limited to:

- Bereavement Leave
- Discretionary Leave
- Emergency Leave
- Family and Medical Leave, Maternity Leave, Military Caregiver Leave, and Victims of Domestic Violence Leave
- Jury Duty and Subpoena Leave
- Military Leave
- Personal Leave Day
- Sick Leave
- Vacation Leave

The Superintendent shall implement procedures for leaves provided by OESD.

Legal Reference:

- RCW 28A.310.240 Employee leave Policy required
- RCW 28A.310.240 (1) (f) Transfer of Sick leave
- RCW 28A.310.490 ESD employee attendance incentive program
- RCW 28A.400.300(2) Hiring and Discharging of employees –
Written leave policies – Seniority and leave benefits, of
employees transferring between school districts and other
educational employers
- RCW 49.12.270 Sick leave, time off – Care of family members
- RCW 49.46.200 Paid Sick Leave
- RCW 49.46.210 Paid sick leave – Authorized purposes – Limitations –
“Family member” defined
- RCW 49.76 Domestic Violence Leave
- RCW 49.77 Military Family Leave Act
- RCW 49.78 Family Leave (eff. Until 12/21/2019)
- WAC 296-128-690 Reinstatement of Accrued Sick Leave Upon Rehire
- WAC 296-130 Family Care
- WAC 392-136-0015 Annual Conversion of Accumulated Sick
Leave
- WAC 296-136-020 Conversion of sick leave upon separation from
district employment
- Federal Family and Medical Leave Act (FMLA)

Adopted: February 21, 2019