

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE DISCRETIONARY LEAVE OF ABSENCE

5400 P2

Olympic ESD 114 (OESD) may grant a leave of absence for specific extended periods of time up to 12 consecutive months. Requests must be submitted in writing, recommended by the employee's immediate supervisor, and approved by the superintendent at least 30 days prior to commencing the leave of absence. The Superintendent will consider the impact on OESD programs and service delivery in determining whether a leave request is to be granted.

Discretionary leave will be without pay or employer paid portion of benefits. During the leave without pay, the employee may pay the employer's share of insurance benefits in order to maintain those benefits, subject to insurance carrier requirements. The employee will not earn any salary schedule experience credit or accrue any leave during the leave of absence.

An employee will be entitled to return to a position at OESD at end of the leave of absence subject to the availability of a position for which the employee is qualified.

The staff member granted a leave of absence will inform the board by April 1 as to his/her intentions to request a position in the agency for the ensuing school year. If said notification is not received, the individual's employment rights with the agency will be terminated.

A short-term leave of absence (up to 5 days) may be granted per OESD HR Procedures.

Date: Converted from Policy 5400 Leave of Absence to Procedure 5400 P2 Discretionary
Leaves of Absence, February 21, 2019