



TO: BOARD OF DIRECTORS

FROM: Maurene Stanton, Human Resources Executive Director (Classified)

SUBJECT: Second Reading 5405 Emergency Leave

DATE: April 19, 2022

This is the second reading for retiring policy 5405 Emergency Leave. The content of this policy is now outlined in updated Policy 5403 Emergency and Discretionary Leave. Retirement of this policy aligns with WSSDA Model Policy structure.

If you have any questions, please contact me.

Recommendation: That the board approves the second reading to retire Policy 5405 Emergency Leave.

EMERGENCY LEAVE

Emergency leave may be granted for no more than twelve (12) days per year and may be taken in the case of emergencies as defined in the following:

An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or an immediate disaster to life or property unless some action were taken.

Any leave used under terms of this policy shall be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave shall be granted without pay.

A written application for emergency leave must be returned to the district office on the day of return to school.

Cross Reference: Board Policy 5021 Applicability of Personnel Policies

Legal References: RCW 28A.400.300 Hiring and discharging employees –
Leaves for employees – Seniority and
leave benefits, retention upon transfers
between schools.