

Cle Elum-Roslyn School District No. 404

Board Policy

Personnel

5403

Family Emergency Leaves

The board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated sick leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

In the event the staff member's sick leave has been exhausted, the leave may be granted without pay. Unless otherwise provided by an applicable collective bargaining agreement, the following shall apply:

Family Illness. District staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a child, spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment, care or supervision for any absence, which exceeds five (5) consecutive days.

Death in the Family. The district shall allow each staff member a maximum of 5 working days leave upon the death of an employee's family member or friend. The deaths of more than one family member resulting from a common occurrence shall be treated as a single death with respect to the length of leave granted. Bereavement leave is considered paid leave and shall not be deducted from other leave balances.

Birth of a Child for a Father. The district shall grant leave upon the same terms to male employees as is available to female employees upon the birth of the employee's child. This leave shall be paid leave and deducted from the sick leave balance.

Adoption of a Child

Leave shall be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of 18, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to initial placement for adoption of a child shall be submitted in writing to the superintendent not less than 30 days prior to the beginning date of the leave. The notice shall include the approximate beginning and ending dates for the leave requested. This leave shall be paid leave and deducted from the sick leave balance.

