

Personal Leave

Classified non-administrative non-represented employees shall be entitled to three (3) scheduled workdays of personal leave per year. Personal leave allotment will be prorated for new employees who begin after the work year begins.. The leave is to be approved by the supervisor, requiring at least twenty-four (24) hour notice with such approval of the leave based upon the scheduled workload and availability of substitutes if required at the time of the requested leave. The leave is to be used for employee personal and business uses which cannot be scheduled outside regular employment hours. Personal leave may accumulate to a maximum of six (6) days in any 260-day calendar year. Said leave shall not be deducted from the employee’s sick leave nor combined with leave without pay.

Leave of Absence

- a. Upon recommendation of the immediate supervisor through administrative channels to the Superintendent or designee, an employee may be granted, at the Superintendent’s discretion and consistent with the law, a leave of absence not to exceed one (1) year. Such leave will be without pay or fringe benefits. In order to maintain benefits during the leave, the staff member may opt to COBRA insurance benefits. Said leave will not be granted for the purpose of taking other employment.
- b. For classified employees covered in this policy, the employee will retain accrued sick leave and seniority rights while on leave of absence. However, seniority and sick leave shall not accrue while an employee is on leave of absence for a period in excess of ten (10) working days.
- c. For classified employees covered in this policy, seniority shall accrue during verified sick/medical leaves provided such leave does not exceed six (6) months or the accumulated sick leave, whichever is greater. During other unpaid leaves, seniority shall not accrue. For leaves granted for which seniority does not accrue, the district shall adjust the employee’s seniority date by the same number of days as in unpaid status. Employees will be provided notice in writing whenever their seniority date is changed by the district.

Legal Reference:	RCW 28A.400.300	Hiring and discharging of employees-Seniority
Adopted:	August 24, 2010	North Thurston School District Board of Directors
Amended:	October 4, 2022	NTPS Board of Directors