

Nonrepresented Handbook

September 2023

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Salary Distribution

All employees starting at the beginning of the school year shall be paid in twelve monthly installments. Each warrant shall contain one-twelfth of the yearly salary with the exception of transportation, substitute, and some food service personnel who will be paid only through June. When an individual is hired the total salary will be distributed throughout the school year and the summer months with installments paid each month beginning with the first full month.

Employees hired after March 1 who are not eligible for benefits will not have their pay distributed throughout the summer months. They will receive pay only for the months they work. Beginning the following September 1, their pay will be distributed on a twelve-month basis.

In the event of a mistake resulting in underpayment, corrections shall be made when possible, within five working days of the request. If the net correction is for \$50.00 or more, the employee may pick up a warrant at the payroll office during normal work hours. If the net correction is under \$50.00, the correction will be included in the next scheduled pay period, directly deposited to the employee's bank account.

Normally, all compensation (with the exception of vacation cash out) owed to an employee who is leaving the district will be paid on the next pay date. Vacation cash out will be paid one month after the last pay date.

The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the SEBB. Any provisions included in these procedures that are found to conflict with the rules and regulations adopted by the SEBB shall be considered null and void.

All employees are required to enroll in direct deposit of their pay. Pay may be directed to the financial institution of the employee's choice. Enrollment forms may be obtained from the payroll office.

Each employee shall have access through Skyward Employee Access to a statement each month that itemizes the employee's compensation and deductions for that month, including any leave time used during the month and the balance of accumulated leave.

9- and 10-Month Classified Employment Status

Classified employees, who are engaged to serve less than twelve (12) months, will be advised in writing of their employment status for the ensuing school year prior to the close of the school year.

Information Technology Interns

Information Technology interns who are college graduates can only work for a maximum of twelve (12) months. For those enrolled in an undergraduate program, the internship cannot exceed four years.

Required Health Permits

The district shall maintain compliance with all state laws or regulations for employee health certificates.

In compliance with State Department of Health Regulations, Title 246 of the Washington Administrative Code, all food service personnel shall be required to maintain a valid food handler's permit. It shall be the responsibility of the food services department to ensure compliance with this provision.

Workweek for Nonrepresented Employees

Consistent with federal and state regulations, the district shall establish and maintain a defined workweek for nonrepresented employees.

- The workweek for nonrepresented personnel shall be defined as a seven-day week, commencing at 12:01 a.m., Monday through 12:00 midnight the following Sunday.
- Employees shall normally work a five-day schedule, Monday through Friday, with two consecutive days of rest, Saturday and Sunday. If the work schedule is different than Monday through Friday, the supervisor shall notify the employee.
- Teleworking during district designated times is available to non-represented employees at the Administration Center. The telework schedule is subject to a Telework Agreement between the Administration Center employee and their supervisor. Some work is not a viable option for teleworking; employees should work with their supervisor to determine the work assignments that can best be accomplished through teleworking and the assignments that should be completed at the worksite. Unless otherwise specifically authorized by the superintendent or designee, the telework schedule is an option only for days when the Administration Center is closed to the public.

Overtime/Compensatory Time for Nonrepresented, Nonexempt Employees

Nonrepresented, nonexempt employees shall be compensated for extra hours of service performed in accordance with federal and state guidelines.

Overtime shall be administered in accordance with the Fair Labor Standards Act, 1985 Amendments, and state laws and regulations. Nonrepresented, nonexempt employees who are required by their immediate supervisor to work beyond forty (40) compensated hours per week shall receive time and one-half for all overtime, except that work performed on a designated holiday will be paid at two and a half (2½) times the employee's regular rate of pay. This is defined as holiday pay plus time and one-half for all regular work hours for a total of two and a half times (2½) the employee's regular rate of pay. For any hours worked on a holiday over the employee's regular work hours, the employee will be paid at two and a half times (2½) the employee's regular rate of pay.

- Employees are allowed to work extra hours on a compensatory basis but only if an agreement is reached between the employee and the supervisor in advance. Under the Fair Labor Standards Act it is allowable to accumulate compensatory time to a maximum of 240 hours. However, it is recommended that compensatory time be accumulated only to a maximum of 40 hours due to scheduling constraints of its effective use.
- Overtime shall only be authorized in those instances where supervisors have the authority and budget for overtime compensation.

Meal Periods and Rest Periods for Nonrepresented, Nonexempt Employees

Meal periods and rest periods for nonrepresented, nonexempt employees shall be in accordance with state and federal guidelines.

- No employee shall be required to work more than five consecutive hours without a meal period.
- Employees shall be allowed a meal period of at least 30 minutes which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the employer's time when the employee is required by the employer to remain on duty on the premises or at a prescribed work site in the interest of the employer.
- Employees working three or more hours longer than a normal work day shall be allowed at least one 30-minute meal period prior to or during the overtime period.
- Employees shall be allowed a rest period of not less than 15 minutes, on the employer's time, for each four hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period.

- Where the nature of the work allows employees to take intermittent rest periods equivalent to 15 minutes for each four hours worked, scheduled rest periods are not required.

Nonrepresented Administrator Salary Schedule

July 1, 2023 – June 30, 2024

Current Year of Position Service:

Position:	1-3	4-6	7+
Supervisor	137,333	140,767	144,285
Assistant Director/Coordinator/Assistant to the Superintendent	147,899	151,598	155,388
Director	169,027	173,254	177,586
Executive Director	190,155	194,910	199,782
Sr. Executive Director	203,778	207,853	212,010
Associate Superintendent	211,284	216,565	221,978
Deputy Superintendent	234,760	240,626	246,641

Add \$3,000* for doctoral degree from accredited college/university (Northwest Accreditation Commission or comparable regional accreditor)

*Based on District procedures/deadlines

Per board policy 5215, the superintendent has final authority over salary placement.

All administrative salaries are based on 260 days

Provisions Governing the Nonrepresented Administrator Salary Schedule

Definition of Positions

Supervisor

- Supervisor positions are classified supervisors of district-level departments or functions. These positions are generally expected to require a college degree and/or technical expertise of a highly advanced nature, as well as upper-level management ability.

Assistant Director/Coordinator

- Assistant directors/coordinators are certified or classified administrators with specific responsibilities in programs under the management of another administrator. They perform duties related to that program assigned by the program administrator.

Director

- Directors are administrators of programs that service students, staff, and administrators.

Executive Director

- Executive directors are administrators of major programs that service students, staff, and administrators and have significant impact on the district operations.

Associate Superintendent

- Associate superintendents report directly to the superintendent or deputy superintendent and manage the major divisions of the district, including supervision of elementary, middle, and senior high schools, as well as specific district-level functions.

Deputy Superintendent

- Deputy superintendent reports directly to the superintendent, serves as superintendent designee in the superintendent's absence, and manages major divisions of the district, including district operations.

Criteria for Initial Placement on the Schedule

- The associate superintendent of human resources will place the new administrator on the respective administrative salary schedule based on verified years of job-alike district administrator experience as determined by Human Resources.
- The associate superintendent of human resources or HR designee will make the initial placement taking into consideration previous "like and kind" experience included in the application and resume materials. Experience credit may be considered in partial or full credit increments. Within thirty (30) calendar days, employees may request a review of initial placement if there is a clear error with the initial placement and there is additional

documentation of previous experience that was not taken into consideration for the original placement on the schedule.

Advancement

- Administrators will gain one year of administrative experience each year. Administrative experience increases are only made once a year effective July 1. To be eligible for the annual administrative experience increase, a nonrepresented administrator must have been in the position by January 31 of the previous school year.

Schedule and Job Assignment of Nonrepresented Personnel

The superintendent or designee shall have authority under Policy 5215 to make salary adjustments and assign work and title to nonrepresented administrative staff.

Doctorate Stipend

In recognition of the positive impact that advanced learning has on educational leadership, the district agrees to provide an annual \$3,000 doctorate stipend to administrators. To be eligible for the full annual stipend effective July 1 of the new contract year, an administrator must have earned the doctorate (Ph.D., Ed.D., J.D.) on or before July 1.

- To have earned the degree, the awarding college/university (accredited by Northwest Accreditation Commission or comparable regional accreditor) must have conferred the degree on or before July 1.
- The official transcript, reflecting the date the degree was conferred, is due in Human Resources no later than sixty (60) calendars days after the conferred date.
- After meeting these conditions, the full stipend will be paid in monthly increments beginning with the next available pay warrant, effective July 1.

For a doctorate earned after July 1, the official transcript, reflecting the date the degree was conferred, is due in Human Resources no later than sixty (60) calendar days after the conferred date. After meeting these conditions, the prorated stipend will be paid in monthly increments beginning with the next available pay warrant, retroactive to the conferred date.

- Official transcripts for degrees conferred before July 1, but received in Human Resources after June 1, will be effective July 1 of the new contract year regardless of the conferred date.

Professional and Technical Employees' Salary Schedule

September 1, 2023- August 31, 2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
108	44,654	46,217	47,834	49,508	51,241	52,512	53,836	55,181	56,284	57,411	58,559
109	46,367	47,990	49,671	51,408	53,208	54,538	55,902	57,299	58,444	59,614	60,807
110	48,179	49,864	51,610	53,416	55,286	56,668	58,085	59,537	60,728	61,942	63,180
111	50,087	51,839	53,653	55,531	57,476	58,913	60,383	61,895	63,134	64,395	65,683
112	52,091	53,915	55,801	57,755	59,775	61,270	62,802	64,373	65,660	66,973	68,312
113	54,193	56,091	58,052	60,086	62,187	63,741	65,336	66,969	68,308	69,676	71,070
114	56,425	58,399	60,444	62,558	64,748	66,366	68,025	69,728	71,122	72,544	73,994
115	58,783	60,843	62,972	65,176	67,458	69,144	70,872	72,644	74,098	75,579	77,091
116	61,275	63,420	65,640	67,937	70,315	72,073	73,874	75,722	77,237	78,779	80,356
117	63,895	66,131	68,445	70,841	73,321	75,153	77,033	78,958	80,537	82,147	83,791
118	66,675	69,009	71,425	73,926	76,512	78,425	80,385	82,395	84,043	85,723	87,438
119	69,586	72,022	74,543	77,151	79,850	81,847	83,892	85,990	87,711	89,465	91,255
120	79,458	82,239	85,118	88,097	91,179	93,460	95,796	98,191	100,155	102,158	104,201
121	84,921	87,893	90,970	94,153	97,449	99,885	102,382	104,941	107,040	109,182	111,366
122	90,711	93,886	97,171	100,573	104,093	106,696	109,362	112,097	114,339	116,625	118,958
123	96,829	100,218	103,725	107,356	111,115	113,891	116,738	119,657	122,051	124,492	126,982
124	103,274	106,890	110,629	114,502	118,510	121,472	124,509	127,623	130,175	132,780	135,433

Note: Based on 260 days, 8 hours a day

Professional and Technical Employees' Salary Schedule

September 1, 2023 - August 31, 2024

Grade	Positions	Positions	Positions
108	Locker Room Assistant		
109			
110			
111			
112	Benefits Assistant	Front Desk Assistant, Reception	Payroll Assistant
113	Intervention Team Assistant	MTSS Team Assistant	
114	Brailist Communications Assistant	Contact Tracer Family Advocate	Science Kit Inventory Manager Student Advocate
115	Accounting Technician	Refugee Services Liaison	
116	Accounting Specialist – Payables Accounts Specialist – Revenue & Receivable	Data Services and Support Specialist I Human Resources Assistant Inclusive Education Assistant Risk Management Assistant	Speech Language Assistant Transition Facilitator Travel and Asset Specialist
117	Accountant & Fund Analyst	COTA/PTA	Graphic Designer
118	Assessment Specialist Budget Analyst Executive Assistant	Payroll Specialist Safety Services Specialist Student Reengagement Specialist Translator/Interpreter	Transportation Dispatcher Transportation Routing Specialist Transportation Specialist
119	Achievement Specialist Boundary Specialist Career Center Specialist	Categorical Program Support Specialist Communications Specialist Facility Planning Specialist	Multimedia Communications Specialist Native American Liaison Student Success Specialist
120	Assistant Manager, Accounting Assistant Manager, Nutrition Digital Learning Technology Specialist Equity & Strategic Engagement Support Spec. Executive Assistant, Legal Executive Assistant to Associate Superintendent	Field Service Supervisor Field Supervisor & Technology Spec. (NS) Human Resources Generalist Human Resources Specialist Inclusive Ed. Budget & Staffing Spec. IT Business Systems Analyst II Labor Specialist Leaves Specialist Library Liaison	Licensed Practical Nurse Program Operations Generalist Public Records Officer Retirement Specialist Safety Campus Officer Small Works Planner Student Information System Specialist II Transportation Spec. Driver Trainer
121	Application Support Engineer Building Operations Lead Central Kitchen Manager	College & Career Readiness Manager Executive Assistant to Deputy Superintendent	FP Project Manager Safety Night Patrol Officer Safety Patrol Officer
122	AT Facilities Maintenance Manager Data Analyst	Executive Assistant to Superintendent Executive Assistant to Board	IT Application Tech Specialist II
123	Application Support Engineer Lead Business Services Analyst/ASB Coor.	Capital Planning Accounts Manager IT Project Specialist Payroll Manager	Senior Budget & Staffing Specialist Senior Business Services Specialist Substitute Services Manager
124	Accounting Manager Dietician	Grants Manager HR Operations Manager Internal Auditor	Procurement Manager Program Operations Manager Web Administrator

Provisions Governing the Professional and Technical Salary Schedule

Criteria for Initial Placement on the Schedule

The associate superintendent of human resources or HR designee will make the initial placement taking into consideration previous “like and kind” experience included in the application and resume materials. Experience credit may be considered in partial or full credit increments. Within thirty (30) calendar days, employees may request a review of initial placement if there is a clear error with the initial placement and there is additional documentation of previous experience that was not taken into consideration for the original placement on the schedule.

Advancement

All professional and technical employees will move incrementally over one salary schedule step each year. Step advances are only made once a year effective September 1. To be eligible for such step advancement, an employee must have been in the position by January 31 of the previous school.

JROTC Instructor Salaries

Definition of Position

- JROTC instructors are retired officers or NCOs of the U.S. Marine Corps who are employed by the district to administer and staff a JROTC unit at the district pursuant to 10 U.S.C. § 2031, Marine Corps Order 1533.6, and the August 17, 1977, Application and Agreement for Establishment of Marine Corps Junior Reserve Officer Training Corps Unit between the district and the Commandant of U.S. Marine Corps.
- JROTC instructors shall be required to hold and maintain valid Washington State teaching certification.

Salary Calculation

- Each JROTC instructor’s salary shall be determined by the U.S. Marine Corps. Salary placement will be made on the statewide salary schedule for certificated nonsupervisory employees at the level closest to the amount authorized by the U.S. Marine Corps.

Salary Procedures

- JROTC instructors shall be paid on a monthly basis at the same time as other nonsupervisory certificated employees.

- The district shall pay the full amount of JROTC instructor salaries. The district shall be responsible for seeking reimbursement from the U.S. Marine Corps for one-half of the JROTC instructor salary payments.

Stipends

- JROTC instructors may be paid stipends pursuant to supplemental contracts for duties performed in addition to their regular assignments and/or outside regular school hours.
- A stipend shall be available for drill team and rifle team assignments. The drill team stipend shall be calculated at .123 times the base teacher salary under the district/KEA collective bargaining agreement in effect at the time, and the rifle team stipend shall be 80% of the drill team stipend.
- A JROTC instructor shall be paid a stipend for department head to be calculated in the same fashion as department head stipends are calculated under the district/KEA collective bargaining agreement in effect at the time.

Educational Excellence for Nonrepresented Personnel

The district will offer opportunities for nonrepresented personnel to participate in the Educational Excellence Program through effective education and significant special projects.

The program will be supervised by the superintendent. Eligibility will be as follows:

- Classified nonsupervisory personnel, five (5) days at per diem and payment for special projects.
- JROTC instructors, five (5) days at per diem and payment for special projects.

Classified, nonrepresented employees excluding leadership team, completing any of the following classified training programs shall receive a one-time stipend of \$639 for each program completed:

- Kent School District Professional Achievement Certificate I
- Kent School District Professional Achievement Certificate II
- Kent School District Professional Achievement Certificate III
- Kent School District Professional Achievement Certificate IV

Staff Trainer

A salary shall be established for the position of staff trainer. The staff trainer will be responsible for planning, organizing, and carrying out the teaching of staff development programs for the district. The staff trainer will be paid at the greater of the employee's per diem rate or the current staff trainer rate.

The staff trainer rate will apply only for off-hours training time, for clearly identifiable training which is separate from the individual's current job description, and when the staff trainer appointment and course outline have been approved by Teacher and Leadership Development and the director of Teacher and Leadership Development.

Probationary Period for Classified Nonrepresented Personnel

Newly employed, nonrepresented personnel shall be placed in a probationary status. The probationary period shall continue for (1) one-half of the employee's designated work year, (90 days for nine-month, 101 work days for ten-month, and 130 work days for 12-month); or (2) ten working days following the district's receipt of an employee's conviction history from the State Patrol under Chapter 43.43 RCW, as amended, whichever time period is greater.

Employment with the district will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges listed in Chapter 43.43 RCW, as amended.

At any time during the probationary period, the district, in its sole discretion, may discipline or discharge a nonrepresented employee. The provisions of Grievance for Nonrepresented Personnel, relating to discipline and discharge of nonrepresented employees, shall not be applicable to probationary employees.

Job Abandonment

When an employee fails to report to work for three (3) consecutive work days without notifying their supervisor (no call, no show) or requesting the time off, and the district has tried but has been unable to contact the employee via phone and email, a certified letter will be sent to the employee stating that the employee will be terminated for resignation by job abandonment effective seven (7) work days from the date of the letter unless contact is made with the district during that period.

Insubordination

The District is committed to an atmosphere where respectful relationships exist between supervisors and employees. An employee's blatant or implied refusal to carry out a directive from a supervisor will be considered an act of insubordination and may be subject to disciplinary action. An employee's refusal to perform an illegal or unethical act, or an action that violates District policy, will not be considered in subordination.

Workplace Civility

Adults treating one another with civility and respect is a fundamental component of a successful working environment. Every employee is expected to work in a cooperative manner with staff, students, parents, and community members. The District is committed in supporting this expectation and will not condone or accept uncivil conduct by staff on school

grounds, at school-sponsored activities, or in communications.

Benefits and Reimbursements for Nonrepresented Personnel

The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the SEBB. Any provisions included in these procedures that are found to conflict with the rules and regulations adopted by the SEBB shall be considered null and void.

Insurance

- Employee eligibility for benefits administered by SEBB shall be determined by the rules and regulations adopted by SEBB.
- The Employee Assistance Program will continue be offered by the District if allowed by SEBB.

Other Benefits

- Employees will be covered by the district's liability insurance policies to the extent provided therein.
- The Washington State Workers' Compensation Law will cover employees who are injured while on duty. The cost of the industrial insurance and medical aid coverage will be borne by the district. In accordance with the Workers' Compensation Law, the employee and the district will share the cost of the pension fund (long-term disability) equally.

Nonrepresented Administrator - Professional Dues

The district will pay the professional dues for all nonrepresented administrators for local, state, or national dues in administrative associations subject to the superintendent's approval.

Nonrepresented Administrator – TSA Match

The District shall match the monthly contribution of participating nonrepresented administrators to an approved tax sheltered annuity, allocated according to the table below:

<u>Current Year of School District Administrative Service</u>	<u>Monthly Allocation*</u>
1-3	\$100
4-5	\$150
6-8	\$200
9-11	\$250
12-14	\$300
15+	\$350

*Maximum amount matched by the District.

Nonrepresented Administrator – Travel/Mileage Reimbursement

Nonrepresented administrators will be entitled to reimbursement for in-district and out-of-district travel in accordance with district procedures for travel reimbursement (6213P). Requests for mileage only reimbursement for either in-district or out-of-district travel will be processed on a monthly basis.

Grievance for Nonrepresented Personnel

The purpose of these procedures is to provide a means for the orderly and expeditious adjustment of grievances of individual nonrepresented employees of the district.

Definitions

- Grievance means a claim by a nonrepresented individual employee that an existing district policy has been breached.
- Grievant means a nonrepresented district employee.

General Conditions

- Time limits:

The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the number of days within which each step is described to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances the time limits prescribed may be extended by mutual consent of the

grievant and the person or persons by whom the grievance is being considered.

- Confidentiality:

All matters pertaining to specific grievances shall be confidential information and shall not be unnecessarily or indiscriminately related, disclosed, or divulged by any participant in the grievance-adjusting process or by any employee or administrator of the district. All documents, communications, and records dealing with grievances and their adjustment shall be filed separately from the grievant's personnel file. If the grievant so requests in writing, a record of the final adjustment of the grievance may be placed in the grievant's personnel file.

- Additional participants:

Both parties in the grievance adjustment procedure may call in other persons who could make a pertinent contribution to the acceptable adjustment of the grievance.

- Freedom from reprisal:

Individuals involved in grievance adjustment proceedings, whether as a grievant, a witness, or otherwise, shall not suffer any restraint, interference, discrimination, coercion, or reprisal on account of their reasonable participation in the grievance-adjusting process.

A grievance must be filed within thirty calendar days of the occurrence of which the grievant complains.

- Procedures

Step 1 - Oral discussion:

- The grievant shall first discuss the grievance with his or her immediate supervisor. Every effort shall be made to resolve the grievance at this level in an informal manner.

Step 2 - Grievance reduced to writing - supervisory level:

- If no settlement is reached in step 1, and the grievant considers the grievance to be valid, the grievant shall within seven work days of the oral discussion, submit in writing to the immediate supervisor a statement of the grievance which will contain the following:

The facts upon which the grievance is based.

- A reference to the district policy alleged to have been breached.
- The remedy sought.
- The parties will have seven work days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the

disposition and signing it. If the grievance is not resolved, the grievant may proceed to step 3 of the grievance procedure.

Step 3 - The superintendent level:

- If no resolution has been reached in step 2 within the specified time limits and the grievant believes the grievance to be valid, the grievance shall be submitted by the grievant within seven work days to the superintendent or designee(s). After such submission, the superintendent or designee(s) and the grievant shall have twenty-one work days to resolve the grievance by indicating on the statement of grievance the disposition and signing it.

Step 4 - Board level:

- If no settlement has been reached in step 3 within the specified time limits, and the grievant believes the grievance to be valid, the grievant may request the grievance be referred to the board of directors. This request must be filed within seven work days of the completion of step 3.
- The board of directors shall determine whether to review the grievance on record or hear it with the grievant present. The review or hearing shall be held within thirty calendar days of the request. The board of directors shall render a final decision within thirty calendar days of the review or hearing.

No employee shall be entitled to a grievance as a result of a reduction in force that is generally implemented at the discretion of the superintendent and board of directors.

Holidays for Nonrepresented Personnel

The district shall provide holidays for nonrepresented personnel in accordance with the procedures outlined herein and in accordance with applicable law, rules, and regulations.

The following holidays shall be given without loss of pay to nonrepresented personnel:

- Twelve-Month Employees
 - New Year's Day and the day before or day after
 - Martin Luther King Day
 - Presidents' Day
 - Memorial Day
 - Juneteenth Day
 - Independence Day (Fourth of July)
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day and the day after
 - Christmas and the day before and the day after

- Ten-Month Employees
 - New Year's Day
 - Martin Luther King Day
 - Presidents' Day
 - Memorial Day
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day and the day after
 - Christmas and the day before or the day after

- Nine-Month Employees
 - New Year's Day
 - Martin Luther King Day
 - Presidents' Day
 - Memorial Day
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day
 - Christmas and the day before or the day after

Should a holiday fall on a Saturday, the following Monday or preceding Friday will normally be recognized as the holiday. Should a holiday fall on a Sunday, the following Monday will normally be recognized as the holiday.

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has been paid for the last scheduled day preceding the holiday and the first scheduled day succeeding the holiday shall be eligible for pay for such unworked holiday.

Employees who are required to work on a holiday shall receive two and a half (2½) times their base rate for all hours worked on such holidays, unless the employee starts to work at 10:00 p.m. or thereafter on that date. This is defined as holiday pay plus time and one-half for all regular work hours for a total of two and a half times (2½) the employee's regular rate of pay. For any hours worked on a holiday over the employee's regular work hours, the employee will be paid at two and a half times (2½) the employee's regular rate of pay.

Vacation

The district shall provide vacations with pay for all eligible personnel in accordance with the procedures outlined herein and in accordance with applicable state law, rules, and regulations.

All regular twelve-month employees shall be eligible for annual vacation days in accordance with the following procedures:

- Administrators shall be granted 25 vacation days annually accrued at the rate of 16 hours and 40 minutes per month, provided they shall be required to take a minimum of ten (10) days vacation each year. As of June 30, if ten (10) days of vacation were not used during the contracted year (July 1 through June 30), the payroll department will deduct ten (10) days of vacation, or a portion thereof to equal ten (10) days, from the administrator's vacation balance. These deducted vacation days will be lost and will not count toward the ten (10) day usage minimum necessary for vacation cash out. New administrators are exempt from this deduction process for their first year only. (Days donated through the shared leave program will count toward the required 10 days.)
- For administrators, up to ten (10) days of unused vacation will be compensable annually based on the June 30 accumulation. In order to qualify for vacation cash out, ten (10) days of vacation must be used during the contracted year (July 1 through June 30). New administrators are exempt from this ten (10) day usage minimum for their first year only. Unused vacation days shall be compensated at the same adjusted per diem rate established in the Kent Principals Association collective bargaining agreement.

- All other regular twelve-month, nonrepresented employees shall be granted annual vacation days as follows:

<u>Years of Service Credit</u>	<u>Vacation Days</u>
1-3	10
4-9	15
10-14	20
15 and above	25

Such employees will receive service credit for related experience in the same or similar position in the district or at other school districts in the state of Washington. Professional/technical employees and JROTC instructors may receive up to ten years of service credit for experience in a related field outside of a school district. Military service shall be considered a related field for JROTC instructors.

Service Credit, Accrual, and Application

- Human Resources shall determine the number of years of service credit to be awarded to an employee for prior work experience. Service credit shall be defined as the year of service.
- The number of vacation days will be computed from the employee’s anniversary of hire date. Vacation days shall accrue at a monthly rate of one-twelfth of the employee’s annual vacation entitlement.
- Vacation days shall not be accumulated in an amount exceeding forty (40) days. Annually, as of June 30 for administrators and August 31 for all other employees, vacation days in excess of forty (40) days shall be lost.

Flex Leave

Administrators will receive six (6) flex days each year to be scheduled and used in the same manner as vacation days. These days may only be used during winter break (December/January), mid-winter break (February), spring break (April), and summer vacation. These days cannot be carried over from year-to-year or cashed out. Administrators hired on or after December 1 will receive three (3) flex days, and building administrators hired on or after April 1 will not receive flex days for that school year.

On-Call Day Leave

Administrators will receive two (2) on-call days each year that may be scheduled and used only during the District’s winter break (December/January), mid-winter break (February) and spring break (April). These days cannot be carried over from year to year or cashed out. Building administrators hired on or after December 1 will receive one (1) on-call days, and building administrators hired on or after April 1 will not receive on-call leave for that school year. While on-call, administrators are not required to remain on district property

and may use on-call time for his/her own purposes. However, in all instances, administrators shall answer all phone calls and will check and respond to emails. Additionally, they must be able to report to the district or school office within one (1) hour of such request/direction by their supervisor, an associate or deputy superintendent or the superintendent.

Approval of Leave

- All leaves will be established with the prior approval of the employee's supervisor (with the exception of emergencies).
- Vacation leave is allowable on a day that the district's operating schedule is altered due to emergency conditions with the supervisor's approval.
- All employees shall have access to and shall use the applicable absence management system in which to apply for and track all leave requests.
- For employees employed pursuant to an individual employment contract, the vacation arrangements provided herein shall be subject to modification pursuant to the individual contract.
- On days on which the District or an individual site operates on an emergency closure or shortened schedule, any employee having previously taken leave will have it reinstated for the time period of the closure.

Effects of Work Status Change

When an employee changes work status from a 12-month position to a 9- or 10-month position without vacation benefits, unused vacation hours may be used prior to transferring to the new position with the approval of the manager(s) involved in the transfer. Upon transfer to the new position, all unused vacation hours will be cashed out up to forty (40) days.

Payment of Vacation Upon Separation of Employment Plan

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Upon separation of employment other than retirement, employees under Retirement Plan I (TRS & PERS) are eligible to receive compensation for accumulated vacation at the then-applicable rate of pay in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the district avoids any financial penalty or other legal constraint.

Plan II and Plan III

Upon separation of employment other than retirement, employees under Retirement Plan II (TRS & PERS) and Plan III (TRS) will receive their accumulated vacation by warrant on the next scheduled pay date after their final pay warrant. Vacation cash out may not exceed forty (40) days.

Note: Upon retirement or separation of employment, the vacation cash out will be subject to the unit's VEBA vote as allowed under statutes governing VEBA.

Assignment, Reassignment and Transfer

- The following procedures will be superseded by assignment, reassignment and transfer procedures in bargaining unit negotiated agreements where such procedures are defined.
- The district will normally advertise open positions and give consideration to applications from current employees.
- If the district determines there is a need to change, reduce or eliminate programs and/or positions, employees affected by changes will be given consideration for available positions.

Evaluation of Employees

All procedures for evaluation of employees will be contained in the district Evaluation Guidelines, which will be updated as necessary.

Personnel leaves

The district will provide leaves for administrators and nonrepresented, nonsupervisory personnel in accordance with the procedures outlined herein, and in accordance with applicable state law, rules, and regulations.

Sick Leave

- Each employee with the district shall be granted twelve (12) workdays of annual sick leave. For employees commencing work after September 1, sick leave shall be prorated accordingly. Sick leave shall be credited to the employee at the start of the employee's work year. Sick leave shall be accumulated up to the employee's scheduled work year. However, accrued sick days that are beyond the total allowable amount will be lost at the end of the school year if the days have not been used or cashed in pursuant to the sick leave buyback program (e.g., an employee who has a scheduled work year of 200 days but has 210 sick leave days at the end of the school year, the excess 10 days will be lost as of the last day of the employee's work year (June 30 or August 31).
- Employee: Employees may use sick leave when they are unable to attend work because of their own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care. One day may be used per year to attend to the protection of property due to an emergency. An "emergency" is an unforeseen and suddenly precipitated occurrence of a serious nature beyond the control of the employee which threatens the property of the employee and is of such nature that preplanning is not possible or could not relieve the necessity for the employee's absence.

- Family Member: Employees may use sick leave to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. “Family member” means any of the following:
 - A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
 - A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - A spouse;
 - A domestic partner;
 - A grandparent;
 - A grandchild;
 - A sibling; or
 - Someone in the immediate household (living in the same family unit, not necessarily related).
- For any absence in excess of five (5) consecutive workdays, certification must be made by a licensed health care provider that the absence was medically necessary. Certification must be renewed every twenty (20) workdays of absence per year beginning September 1, unless other arrangements are approved by Human Resources.
- Sick leave accumulated in any school district in the state shall be credited upon employment in the district, provided such accumulated sick leave is verified by the previous employer(s).
- Compensation for sick leave shall be the same as the compensation the person would have received had such person not taken sick leave.
- In the case of a strike or work stoppage by any association or union associated with the district, the board of directors reserves the right to ask for a doctor’s validation of illness, provided the board acts to give advance notice that this provision will be implemented during a specific time.
- Experience credit for determining salary schedule placement and seniority shall be the same as the experience credit the person would have received had such person not taken sick leave. Sick leave shall not affect experience credit, salary schedule placement, or seniority.
- Any employee returning from taking sick leave shall be assigned to the same position held at the time the leave commenced, or if such leave extended from one school year into the subsequent school year, or if that position is no longer available, such employee shall be assigned to an equivalent position if possible.

- The Attendance Incentive Program under state law (sick leave cash out) shall be as follows:
 - In January any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued leave for illnesses or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one day's monetary compensation; PROVIDED, that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one day per month. Annual sick leave cash out is subject to each unit's VEBA vote and statutes governing VEBA.
- Upon retirement, the sick leave cash out will be subject to the unit's VEBA vote. At the time of separation from district employment due to death, the employee's estate will receive remuneration for unused sick leave. In either case, the unused sick leave will be paid at a rate equal to one day's current monetary compensation of the employee for each four (4) days accrued leave for illness or injury. No more than 180 sick leave days will be eligible for conversion. Any such conversion will be subject to the terms and limitations of applicable statutes and regulations. Sick leave cash out also applies to employees separating from employment that meet either of the following requirements:
 - a. Age 55 and have 10 years of service under TRS/PERS/SERS Plan 3, or
 - b. Age 55 and have 15 years of service under TRS/PERS/SERS Plan 2.
- In the case of a strike or work stoppage by any association or union associated with the district, the board of directors reserves the right to ask for a doctor's validation of illness, provided the board acts to give advance notice that this provision will be implemented during a specific time.
- Experience credit for determining salary schedule placement and seniority shall be the same as the experience credit the person would have received had such person not taken sick leave. Sick leave shall not affect experience credit, salary schedule placement, or seniority.
- Any employee returning from taking sick leave shall be assigned to the same position held at the time the leave commenced, or if such leave extended from one school year into the subsequent school year, or if that position is no longer available, such employee shall be assigned to an equivalent position if possible.

Paid Family and Medical Leave Program

The District will comply with the provisions of Washington's Paid Family and Medical Leave Program as specified in Chapter 50A.04 RCW as it applies to employees of the District.

Health Leave

- An employee unable to work because of health reasons may be granted a leave of absence up to one (1) year without pay.
- The district may require certification by a licensed health care provider, dentist, or other person licensed to perform customary health services that the health reason is valid and may also require that the employee present written permission by the licensed health care provider, dentist, or other person licensed to perform customary health services before returning to active service.
- Any employee returning from health leave will be assigned to the same position held at the time the leave commenced, or if that position is no longer available, the employee will be assigned to an equivalent position if possible.
- Application for such leave will be made in writing to the Human Resources Department. Maternity/Parental/Adoption Leave

Maternity Leave: An employee who is pregnant will be granted, upon approval of the district, a maternity leave of absence without pay. This leave may begin at any time between the certified commencement of pregnancy and the birth of the child and may continue for a period that a licensed health care provider will certify the employee is unable to work due to pregnancy. For the period the employee's personal licensed health care provider certifies in writing that the employee is disabled due to childbearing, the employee may apply available sick leave. This period will normally not extend more than six weeks after birth of the child unless the need for continued absence is certified by the licensed health care provider.

Requests for maternity leave will be made in writing to the Human Resources Department at least thirty days prior to the date on which the leave is to begin. The employee will include with such notice either a licensed health care provider's statement certifying her pregnancy or a copy of the birth certificate of her child, whichever is applicable. An employee who is pregnant may continue in active employment as far into her pregnancy as she desires unless her licensed health care provider determines she is unable to properly perform her required duties.

Parental Leave: An employee will be granted a parental leave without pay for a period of up to twelve (12) weeks after the birth of the child, and may, upon approval of the district, extend such leave for a period of up to one (1) year after the birth of the child. Requests for parental leave will be made in writing to the Human Resources Department at least thirty days prior to the date the leave is to begin.

Adoption Leave: An employee adopting or receiving permanent custody of a child through the age of five will be granted an adoption leave without pay for a period of up to twelve (12) weeks after receiving de facto custody of said child, or prior to receiving custody if necessary in order to fulfill requirements for adoption; and may, upon approval of the district, extend such leave for a period of up to one (1) year. Requests for adoption leave will be made in writing to the Human Resources Department at least thirty days prior to the date the leave is to begin.

Early Return From Leave: An employee who has been granted maternity, parental, or adoption leave and desires to return to service during the period of the leave may return at a time mutually agreeable with the district. In the case of maternity leave, the employee must have been released by her licensed health care provider to return to work.

Any employee returning from maternity, parental, or adoption leave will be assigned to the same position held at the time the leave commenced, or if that position is no longer available, the employee will be assigned to an equivalent position if possible.

An employee on parental or adoption leave will not be denied the opportunity to be placed on the substitute list.

Bereavement Leave

Up to five (5) days bereavement leave may be granted in the event of a death in the “Immediate Household” or “Immediate Family.” Bereavement leave of one (1) day may be granted for a person within the “Not Immediate Family” definition.

Definitions:

- Immediate Household – All people living in the same family unit, not necessarily related.
- Immediate Family – Husband, wife, parent, child, brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparent, or grandchild.
- Not Immediate Family – Niece, nephew, aunt, uncle, cousin, or close friend.

Bereavement leave shall not be cumulative.

Discretionary Leave

Use of employee discretionary leave requires five days advance notice to the employer. In situations when advance notification cannot be given, the employee must have recommendation for approval from the supervisor. Employee discretionary will not be granted on the work day directly before or the work day directly after holidays, scheduled school breaks, or the first or last day of the school term except in case of a qualifying exception as listed below:

- Legal affairs that cannot be conducted at another time.
- Situations created by forces of nature having significant deleterious effects upon the employee’s property, health, or family safety.
- Pre-adoptive leave.
- Birth of an employee’s child.
- Funerals not covered by bereavement leave.
- Non-injury accidents when employees are en route to work.

- Failure of a public transportation carrier to meet a regularly scheduled operation.
- Educationally significant events that involve the employee or student within the employee's care, e.g., graduation.
- Employee's observance of a bona fide religious event based on the tenets of his/her own faith.

Employee discretionary leave can be used only in half-day or whole-day increments and is not allowed for any other partial day usage unless a substitute is not needed and the request is approved by the employee's immediate supervisor. Nonrepresented administrators may use up to three days per year as employee discretionary days.

Classified nonrepresented, nonsupervisory employees may use up to two days per year as employee discretionary days.

Employee discretionary leave is not allowable on delayed/altered days, unless the leave was approved in advance of the delayed/altered day, or the employee is involved in a noninjury accident en route to work (injury accidents are covered by sick leave).

One day of discretionary leave may be carried forward for use in the following year. If carried forward such day must be used or it will be lost. Except for one day which can be carried forward into the following year, discretionary leave is noncumulative.

Leave to Serve as an Elected Public Office Holder

Employees are encouraged to exercise their rights in a full range of citizenship activities. With three weeks notice, an employee may be granted up to four weeks of continuous leave without pay or benefits for the purpose of campaigning for his or her own election. A successful candidate to a public office which would require absence from the normal employee obligations will be granted leave without pay or benefits during the leave period. Application for such leave should be made in writing to the Human Resources Department.

Jury Duty or Subpoena Leave

Leaves of absence will be granted when an employee is called for jury duty or subpoenaed as a witness.

If an employee is summoned for jury duty, written notice of the summons and a copy of the summons shall be presented to the Human Resources Department. If the employee or the district believes that a leave for jury duty during the specified time will compromise public necessity or present an undue hardship or extreme inconvenience for either the employee or the district, the district will assist the employee in rescheduling his/her jury duty or requesting the court to excuse the employee from service.

- An employee absent for jury duty leave will be paid his or her regular wages. Such absence will be supported by a statement signed by the clerk of the court certifying each day of jury duty. Due to costs associated with travel, parking, and meals during jury service, an

employee called for jury duty may accept a nominal daily expense payment from the court.

- When an employee is subpoenaed as a witness in a court or other legal proceeding, leave may be granted with full salary for any day during which the employee testifies or is required by the court to be in attendance in anticipation of providing testimony. Due to costs associated with travel, parking, and meals during jury service, an employee called as a witness may accept a nominal daily fee from the court. If an employee anticipates being paid expert witness fees, permission for such testimony must be obtained from the district and leave shall be taken by the employee for time spent in court during which the employee anticipates compensation as an expert witness. Any subpoena leave will be supported by a statement signed by the clerk of the court certifying each day the employee was required by the court to be in attendance as a witness.
- On any date that an employee is released from jury duty or as a witness by the court and four or more hours of the employee's scheduled work day remain, the employee is to immediately inform his/her supervisor and report to work if requested to do so.

Military Leave

The district will comply with current federal and state statutes. Application for such leave will be made in writing to the Human Resources Department.

On-the-Job Injury Leave

Employees will be covered by the Washington State Workers' Compensation Law, self-insured by the district. The cost of the industrial insurance and medical aid coverage will be borne by the district. The cost of the pension fund (long-term disability) will be shared equally by the employee and the district in accordance with the Workers' Compensation Law.

In the event an employee is absent for reasons which are compensable industrial injuries in accordance with the Washington State Industrial Insurance Law, the employee may use sick leave and vacation leave to make up the difference between the amount paid the employee as determined by Industrial Insurance Law and the amount the employee would have normally earned, to the limit of accumulated sick leave and/or vacation leave. Once the difference is ascertainable, such payment will be made in the next scheduled pay period. A deduction will be made from the employee's accumulated sick leave and/or vacation leave. In the event of any overpayment, the district will make a correction thereof on a reasonable basis.

An injury while on duty will include and be limited to physical injuries sustained on or off district property to an employee performing services required by the district in connection with the performance of an employee's regular responsibilities.

Professional Meetings and Conferences Leave

Leaves of absence with pay and with reimbursement of certain expenses may be granted to attend professional meetings at the discretion of the superintendent or designee.

Unpaid Holidays for Reason Of Faith Or Conscience

Each district employee may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. In compliance with state law, the superintendent or designee or the employee's supervisor will grant the request(s) unless he or she determines that the employee's absence would impose an undue hardship on the district or the employee is necessary to maintain public safety.

Employee Request Process

An employee seeking to take unpaid holidays for reasons of faith or conscience will submit a request to Human Resources and file for the absence a minimum of two weeks prior to the requested days off. Staff who enter time off in Absence Management will request the LWOP (leave without pay) day with a note stating the reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Staff who enter time off into Skyward/Qmlativ will submit an Absence Report to Payroll.

If the request is made less than two weeks prior to the requested time off, an explanation of why it was not possible to make the request in a timely manner will be required.

District Approval Process

Upon receipt of an employee request for unpaid holidays, the superintendent or designee, or employee's supervisor, will determine whether:

- The request was submitted on a timely basis or sufficient justification exists for it not being timely submitted.
- The employee has already exhausted their two unpaid holidays per calendar year as provided by law.
- The request for unpaid holidays is based on a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. (Note: The time requested need not conform to a specific holiday or event).
- The employee's absence would impose an undue hardship on the district.
- The employee is necessary to maintain public safety.

Undue hardship is defined as action requiring significant difficulty or expense to the district. The supervisor will determine whether a request for unpaid leave constitutes an undue hardship for the district on a case-by-case basis, taking into account specific objective facts and circumstances present at the time of each request.

In determining whether an employee's request for unpaid leave would impose an undue hardship on the district, the following factors will be considered:

- The number, composition, and structure of the staff employed by the district or in the requesting employee's program.

- The financial resources of the district or the requesting employee's program.
- The number of employees requesting leave for each day subject to such a request.
- The financial impact on the district or requesting employee's program resulting from the employee's absence and whether that impact is greater than a de minimus cost to the district or the requesting employee's program.
- Impact on the district, the requesting employee's program, or public safety.
- Type of operations of the district or the requesting employee's program.
- Geographic location of the employee or geographic separation of the particular program to the operations of the district.
- Nature of the requesting employee's work.
- Deprivation of another employee's job preference or other benefit guaranteed by a collective bargaining agreement.
- Any other impact on district operations or the requesting employee's program due to the employee's absence.

The request may be denied for any of the following reasons:

- The request was not based on a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. (Note: The requested time off need not conform to a specific holiday or event).
- The employee has already exhausted their two unpaid holidays per calendar year (Note: Unpaid holidays are not cumulative from year to year).
- The employee is necessary to maintain public safety.
- Granting the request would impose an undue hardship, as defined above, on the district.

A written response from Human Resources will be provided to the employee within five (5) business days, if feasible, approving or denying the request. If the request is denied, the response will state the reason(s) therefore.

Approval of unpaid holiday time does not constitute approval for an employee to take compensated or other types of leave in conjunction with that time. An employee must seek separate approval for compensated and other types of personnel leave consistent with applicable district policies and procedures.

Other Leaves

Leaves of absence without pay for up to one year which are in the best interest of the district may be granted to employees for the purpose of study, travel, recuperation, or other approved activities. Application for such leave will be made in writing to the Human Resources Department.

- Such leave must be requested at least three months in advance of the anticipated starting date, unless this requirement is waived by the superintendent.

- Any employee returning from such leave will be assigned to the same position held at the time the leave commenced, or if that position is no longer available, the employee will be assigned to an equivalent position if possible.
- An employee on such leave will not be denied the opportunity to be placed on the substitute list. In accordance with the Family and Medical Leave Act and in addition to any other leave provisions, every employee will have the right to take up to a combined total of twelve (12) weeks of leave without pay per school year in connection with: (1) the birth and first year of care of a child; (2) the adoption or foster parent placement of a child; (3) the serious health condition of an employee's spouse, child, or parent; and (4) the employee's own serious health condition. When medically necessary, leave may be taken intermittently or on a reduced leave schedule (a leave schedule which reduces the number of hours per workday). The taking of leave intermittently or on a reduced leave schedule will not reduce the total amount of leave to which the employee is entitled.
- An employee will be eligible to use the provisions of this section if the employee was employed and worked for 1,250 hours or more during the previous twelve months.
- A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves continuing treatment by a licensed health care provider or inpatient care in a hospital, hospice, or residential medical care facility. A "parent" means a biological parent or de facto parent. A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is (1) under 18 years of age; or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.
- While an employee is on Family and Medical Leave, the district and the employee will continue to make their respective contributions to the employee's benefits so that the employee will continue to receive benefits just as if the employee were not on leave.
- When foreseeable, the employee must provide 30 days notice of the date when the leave is to begin, unless circumstances dictate otherwise, in which case the employee will provide such notice as is practical.
- The district may require the employee to provide certification from the employee's licensed health care provider, or a family member's licensed health care provider as to: (1) the date that the condition commenced, (2) the duration, (3) the necessity for the employee's leave, and (4) the employee's inability to perform the employee's job functions. Upon return to work, the district may require the employee to provide certification from the employee's licensed health care provider that the employee is able to resume work.
- The employee will return to the position held when the leave commenced, or an equivalent position if the original position no longer exists.

Leave Provisions (Miscellaneous)

- All leaves of absence for a period of one year or more will require approval of the board of directors.
- Leaves of less than one year without pay may be approved and granted by the superintendent or designee. Before leave without pay may be granted by the district, all annual leave must first be exhausted, if usage is not restricted by current parameters.
- For all exempt employees, absences of less than four hours per day should not be charged to time off such as vacation, employee discretionary leave, or sick leave unless the leave is continued on a repetitive basis. Absences of four hours or more per day should be charged to the appropriate leave category (vacation, employee discretionary leave, or sick leave). The administrator shall inform a point of contact at their location of the absence and ensure that contact can be made when necessary.

Shared Leave Program

Employees are eligible for a leave sharing program in accordance with district policy and state law.