

## **Personal Leave Paid/Unpaid**

### **Paid Personal Leave**

All non-temporary ESD 123 employees who are employed at least half-time are eligible to accrue personal leave at a rate commensurate with their scheduled number of work hours and as outlined in Procedure 5400P.

Paid personal leave is intended to be used for personal emergencies, personal business, or as otherwise needed. Paid personal leave must be taken in increments of no less than 15 minutes per occurrence and must be used by August 31 of each year.

Paid personal leave is non-cumulative from year to year and is not payable upon termination of employment.

### **Unpaid Personal Leave**

The Superintendent, in accordance with the law and ESD 123 policy, may grant staff leaves up to one (1) year in duration pursuant to the following conditions:

1. **Leave Unpaid Unless Stated Otherwise:** Leaves shall be unpaid unless otherwise stated. If leaves are to include expenses to be paid by ESD 123, that also shall be specifically stated.
2. **Leaves in Units of Full or Half Days:** Leaves may be granted in units of half or full days only, except for sick leave, paid personal leave, emergency leave, and annual/vacation leave (see Policies 5401, 5403, and 5411).
3. **Return from Leaves:** At the end of any leave shorter than twenty (20) days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position. Staff members must notify ESD 123 in writing by April 1 if they plan to return to ESD 123 the following year. Failure to provide such notice of the intent to return may be considered notice of intent not to return.
4. **Prior Notice of Application:** Reasonable advance notice is required for all leaves, with specific advance notice as stated in the appropriate ESD 123 leave policy.
5. **Flexibility in Granting Leaves:** The Superintendent has the flexibility to grant leaves to individuals who might not otherwise be covered, extend leave in excess of the number of days provided by ESD 123 policy, and/or authorize leave sharing between employees upon their request in unusual or exceptional circumstances, within the limits of the law.
6. **Program Impacts:** The Superintendent shall consider ESD 123 program impacts (e.g., availability of acceptable substitutes) in determining whether the leave request(s) are to be granted.
7. **Leaves Prorated for Part-Time Staff:** Part-time staff shall be entitled to leave benefits, unless otherwise stated in ESD 123 policy, provided that the length of leaves shall be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
8. **Noncumulative:** Leaves shall be noncumulative from year to year unless otherwise stated.

First Reading: 12/16/21  
Second Reading: 01/27/22  
Adoption: 01/27/22

**Reference:**

[RCW 28A.310.180 ESD board—Compliance with rules and regulations—Depository and distribution center—Cooperative service programs, joint purchasing programs, and direct student service programs including pupil transportation.](#)

[RCW 28A.310.200 ESD board—Powers and duties—Rules.](#)

[RCW 28A.310.220 ESD board—Delegation of powers and duties to superintendent.](#)

[RCW 28A.310.240 Employee leave policy required.](#)