

## **Compensated Leave**

### **Purpose**

This policy describes the allowance of and uses for compensated leave.

### **Scope**

This policy applies to any regular full-time or part-time Valley School District employee.

### **Policy**

#### **1. PERSONAL LEAVE**

Every employee holding a regular full-time or part-time position will be provided a total of three (3) personal days as paid leave each contract year. Employees have the option to accumulate up to two (2) personal leave days per year to a maximum accrual of five (5) personal leave days. A staff member may use no more than five (5) personal leave days in any year.

#### **2. BEREAVEMENT LEAVE**

Every employee holding a regular full-time or part-time position will be provided a maximum of five (5) days of paid leave upon the death of an employee's immediate family member, including spouse, child, parent, parent-in-law, or sibling. One (1) day of paid leave will be granted upon the death of non-immediate family members. Additional unpaid leave may be requested from the Superintendent. Bereavement leave is not cumulative and is not deducted from the employee's sick leave balance.

#### **3. JURY DUTY LEAVE**

Leave of absence will be authorized for jury duty. There will be no deduction in pay for absences due to jury duty service.

4. All compensated leave benefits will terminate and/or be forfeited upon termination of employment.
5. Any employee obtaining compensated leave benefits by fraud, deceit or falsified statement will be subject to disciplinary action.

### **Related Procedures**

5404P1-Family, Maternity and Caregiver Leave

5406P1-Sharing Sick Leave

### **Policy Cross References**

5404-Family, Maternity and Caregiver Leave

5406-Sharing Sick Leave

5409-Unpaid Leave for Reasons of Faith or Conscience

5412-Staff Vacations and Holidays

5414-Inclement Weather Leave

**Policy Legal References**

RCW 28A.400.300 – Hiring and discharging of employees – Written leave policies – Seniority and leave benefits of employees transferring between school district and other educational employers

Chapter 357-31 WAC – Holidays and Leave

**Management Resources**

*Policy News*, October 2011

*Policy News*, April 2009

**Policy History**

<b>Action:</b>	<b>Date:</b>
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Revised	

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