

## **Tumwater School District Procedures**

### **PERSONNEL LEAVES**

The district expects regular attendance at work. Absences shall be allowed only as part of the District's leaves program as provided in contracts negotiated with bargaining groups or as administratively provided for non-represented employees.

Employees shall give as much notice as reasonably possible (two weeks is preferable) for proper planning of their requested absences.

The following process shall be used for consideration of requested leaves:

1. An employee may request a leave by completing a form provided by the district and presenting it to the immediate supervisor, providing as much advance notice as reasonably possible.
2. The immediate supervisor shall review requests for protracted illness, military, judicial, and medical leaves, as well as requests for unpaid leaves, and submit recommendations to the District Office for action and/or reference to the School Board. The decision on the leave request shall be promptly forwarded to the appropriate supervisor for communication to the employee.
3. Requests for professional leaves shall be considered through processes established in collective bargaining agreements or as administratively provided.

**ADOPTED: August 28, 1986**

**REVISED: May 23, 2013**