

JOB ABANDONMENT

An employee who cannot report to work must follow the absence procedure approved for his or her classification; this procedure includes the requirement that the employee notify the district prior to the absence and prior to the return from an absence. In addition, an employee who is absent due to illness or injury shall submit a physician's medical report as directed by the applicable collective bargaining agreement, or no later than the fifth working day after the first day of illness or injury and every thirty (30) working days of absence thereafter.

An employee claiming benefits of any district leave provision shall complete the appropriate absence report form upon returning to work.

An employee who receives a leave of absence and fails to return at the end of the authorized leave, or an employee who fails to report to work and does not notify the district, pursuant to the appropriate procedure, is absent without authorization. If the absence without authorization exceeds three (3) work days thereafter, said employee has abandoned his or her job together with all employment rights. Said employee shall return to work immediately or shall be deemed to have abandoned his or her job, together with all employment rights.

An employee who fails to notify the district prior to an absence or prior to the return from an absence is subject to appropriate discipline. An employee whose absence qualifies as job abandonment forfeits all employee rights.

After one (1) year on industrial insurance, an employee must request a leave of absence in writing; the leave request will be considered by the board at its next regular meeting; the leave request is subject to board approval at its discretion. If the leave is denied, the employee shall return to work immediately or shall be deemed to have abandoned his or her job, together with all employment rights.

Cross Reference:

Board Policy 5400

Personnel Leaves

Legal Reference:

RCW 28A.400.300

Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers