

When should I apply for a non-medical related leave?

- If you would like to request a reduction in your FTE for the year for any non-medical related reason
- If you need extended time off (not vacation) for a non-medical related reason

How to apply for a non-medical leave

- Complete the Extended Leave Request Form for non-medical leaves. This form is on the RSD website, under HR forms.
- Have your supervisor review and sign the form.
- Return the form to HR for review and processing.
- If there is an emergency situation, please call your Contracts Officer and they will assist with getting you the appropriate paperwork.

Human Resources Contracts Officers Contact Info and Service Areas:

Ashley Turner: ashley.turner@rentonschools.us, 425.204.2369

Servicing: Hazelwood, Honey Dew, Kennydale, Maplewood Heights, Sierra Heights, McKnight, Hazen, DLT, Tech Services, HR & Business Offices, and Nutrition Services

Jennifer Koskovich: Jennifer.koskovich@rentonschools.us, 425.204.2357

Servicing: Benson Hill, Cascade, Renton Park, Tiffany Park, Renton Academy, Nelsen, Lindbergh, Transportation, Griffin Home, H.O.M.E., and Itinerants

Lian Sell: lian.sell@rentonschools.us, 425.204.2368

Servicing: Bryn Mawr, Campbell Hill, Highlands, Lakeridge, Talbot Hill, Dimmitt, Renton High, Meadow Crest, Custodians/Grounds, Facilities, Nurses, and OTs/PTs/SLPs/PSYCs

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