

When should I apply for a medical leave?

- If you will be off of work for more than 5 consecutive days for a medical condition, whether you have paid leave or not, you must apply for an extended leave. Also, if you have an on-going medical condition that requires time off of work for treatment or flare-ups, you are encouraged to apply for leave. This does not apply to employees who will be on an approved vacation that is covered by their own accrued vacation/annual leave.
- If your leave is foreseeable (birth of a child, scheduled surgery, etc), you should apply for your extended leave at least 30 days prior to the start date of your leave.

How to apply for a medical leave
<ul style="list-style-type: none">• Complete and return the following forms (available on the RSD website, under HR forms):<ul style="list-style-type: none">○ Extended Leave Request Form for medical leaves○ Medical Certification (must be completed by your physician)• Human Resources will respond to you within 5 working days letting you know the status of your request.• If there is an emergency situation, please call Ryan Rudolph, Worker's Compensation and Leave Coordinator 425-204-2298, ryan.rudolph@rentonschools.us and he will assist with getting you the appropriate paperwork.