

Q: How do I apply for a medical leave?

To formally apply for a medical leave the RSD asks that employees notify the district Leave Coordinator to begin the application process. Work with the Leave Coordinator to develop an individualized leave plan, complete the Extended Leave Request – Medical form and provide medical certification as needed.

Q: What are the leave notice requirements?

Notice can be provided to a direct supervisor, but the nature of the leave does not need to be discussed. If an employee knows in advance that a medical leave is needed (for example, if you are planning to have surgery or you are pregnant), the employee must provide at least 30 days advance notice to the district Leave Coordinator. If an employee learns of a need for leave less than 30 days in advance, the employee must provide notice as soon as possible (generally either the day the employee learns of the need or the next work day).

Q: What leave options are available for myself or care of a family member?

If an employee will be off work for more than 5 consecutive workdays for a medical condition; to care for an immediate family member with a serious medical condition; for bonding with a newborn or following an adoption; military leave; leave for domestic violence, sexual assault, or stalking; exigency leave; or if the employee/immediate family member have an on-going medical condition that requires ongoing time off work for treatment or flare-ups, the employee may be eligible for the Family Medical Leave Act (FMLA), the Washington state Paid Family/Medical Leave (PFML), or a general medical leave. Please work with the district Leave Coordinator directly to develop an individualized leave plan based on eligibility. Additional information on each leave type may be found on the district leave website (www.rentonschools.us/employment/leaves).

Q: Are there leave options specific to Covid-19?

Yes, if an employee is unable to work because the employee is quarantined, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or the employee is unable to work because of a bona fide need to care for an individual subject to quarantine, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor. Under the conditions outlined above employees may be entitled to paid leave through the Families First Coronavirus Response Act (FFCRA) or may choose to utilize FMLA, PFML, or general medical leave options. More information on the FFCRA can be found here (www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave).

Q: Is there a leave option if my child's school or care facility has been closed?

Yes, under FFCRA guidelines the employee is unable to work because of a bona fide need to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID 19. Additionally, employees may request a general medical leave using sick leave when your workplace or your child's school or place of care has been closed for any health-related reason by order of a public official.

Q: Can I use accrued PTO during my leave?

Yes, sick leave or vacation time may be used while on FMLA leave, general medical leave, or in some cases FFCRA leave. PTO cannot be used to supplement pay during PFML leaves. Employees are encouraged to work with the district Leave Coordinator to develop a leave pay structure that works best for the employee on an individual basis.

Q: How long does the application process take?

It will vary depending on the leave type. Initial notice should be sent out within 5 business days, but may be delayed due to a number of unforeseen circumstances. Final approval of leaves processed internally at the district level (FMLA, FFCRA, and general medical) should be completed within 2-3 weeks, but leaves processed externally (such as PFML applications) may take up to 4-8+ weeks at the state level.

Q: Can I adjust or extend my leave?

Yes, leaves can be changed as needed based on updated medical certification, delivery dates, and/or available coverage adjustments to care of an immediate family member or child. Employees should provide as much notice as possible when adjusting leave coverage and work closely with the district Leave Coordinator who will send out corresponding leave revisions and leave closure memos.

Q: What are the benefits of applying for a formal leave?

It will depend on the leave type chosen, but a formal leave may provide job protection, benefit protection, and in some cases may offer paid leave. Employees should work directly with the Leave Coordinator to develop an individualized leave plan based on the employees eligibility.

Q: What is the return to work process?

If the leave was approved for an employee's own medical condition the employee is expected to provide the Leave Coordinator with a statement from a treating healthcare provider, indicating the ability to assume full responsibility of the employee's position, with or without reasonable accommodation prior to their return. Once an employee returns to work they must notify the Leave Coordinator, who will process the leave closure.