

## Leave Options for FPS Staff

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Leave Type	Descriptions / Scenarios	Employees Eligible	Required Documentation	Duration of Leave
<b>FMLA</b> Board Policy 5404	For use when caring for a sick child, spouse, self, or other person under your care in your home. For birth of or placement of a child. Not to be used for absence of childcare or to care for a family member that is not ill. This leave is eligible for pay using available sick time, for the duration of medical disability.	Employees who have worked for one full year and have completed 1250 hours in that year.	Must provide medical documentation.	Up to 12 weeks
<b>PFML</b> Paidleave.wa.gov	Paid leave provided by the State for family medical reasons and personal medical reasons. This leave is at the discretion of the State and is a prorated amount of your regular pay.	WA workers who have been employed for 820 hours in WA during a qualifying period.	Must apply through paidleave.wa.gov	Determined by State (typically, up to 16 weeks)
<b>General</b> See CBAs	General Leave of Absence (up to one year), this absence is unpaid with return rights per each individual CBA.	Eligible staff per CBAs, Agreements, and Board Policy	Leave of Absence form approved by the Board	Up to one year
<b>COVID-19 Sick Leave/Emergency Paid Sick Leave Act (EPSL)</b>		Any period of employment – no minimum <b>4/1/20 through 12/31/20</b>	<b>THIS LEAVE OPTION HAD EXPIRED AND HAS NOT BEEN REPLACED BY THE FEDERAL GOVERNMENT.</b>	<b>THIS LEAVE OPTION HAD EXPIRED AND HAS NOT BEEN REPLACED BY THE FEDERAL GOVERNMENT.</b>
<b>COVID-19 FMLA/ Expanded Family Medical Leave (EFML)</b>		Employed 30 or more days <b>4/1/20 through 12/31/20</b>	<b>THIS LEAVE OPTION HAD EXPIRED AND HAS NOT BEEN REPLACED BY THE FEDERAL GOVERNMENT.</b>	<b>THIS LEAVE OPTION HAD EXPIRED AND HAS NOT BEEN REPLACED BY THE FEDERAL GOVERNMENT.</b>
<b>Sick Leave</b> Board Policy 5401	For use to care for child, spouse, other household member or self with an illness (refer to CBA for full definition) or when the child’s school or place of care has been closed by order of a public official for any health-related reason. Paid leave if you have sick time available.	Eligible staff per CBAs, Agreements, and Board Policy. See also RCW 49.46.210	None, unless over 5 days	Varies. More than 5 days would require a Doctor’s note.
<b>Personal Leave</b> Board Policy 5400	Used at the discretion of the employee to take care of personal matters.	Eligible staff per CBAs, Agreements, and Board Policy	Leave of absence request, if required by CBA.	Varies, depending on how much leave you have accrued.

**Remote work assignments are not guaranteed.** When students return to schools, staff will be expected to return unless a remote assignment is identified, and a staff member is qualified for the assignment. **If no remote assignment is available, staff will be expected to return to work when required or apply for one of the active leave options above.**