



Renton School District

Medical Leave Process

If an employee will be off work for more than 5 consecutive workdays for a medical condition or to care for a family member with a serious medical condition, the RSD requests that employees apply for an extended leave (whether accrued PTO is available or not). Additionally, if an employee has a medical condition that requires ongoing time off work for treatment or flare-ups, that employee is also encouraged to apply for leave.

1

Notify



Provide 30 days notice to the RSD when leave is foreseeable. Supervisors may be notified, but Employees must also notify the district Leave Coordinator directly to begin the leave process.

2

Plan



There are a number of leave options available to RSD employees. Prior to applying for leave employees are advised to develop a leave plan with the Leave Coordinator.

3

Apply



To formally apply for a medical leave the Employee must turn in a Extended Leave Request form to begin the application process. Based on the leave type additional certification/documentation may be required.

4

Review



The Leave Coordinator will review all leave forms/documentation provided by the Employee and review for eligibility. If approved, notice will be sent to the employee, supervisor, HR advisor, payroll, and the substitute office.

5

Monitor



Leaves can be adjusted/extended as needed. Employees are expected to relay change requests to the Leave Coordinator directly. For intermittent leaves time off used throughout the leave period should be documented/monitored closely.

6

Return to Work



Prior to returning to work a full medical release may be required based on the nature of the leave.