

PERSONNEL

Federal Family and Medical Leave

All District employees who are eligible under the conditions of the Family and Medical Leave Act may take up to twelve (12) weeks of unpaid leave during the twelve (12) month period from September through August. Family leaves authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary or if the employee's collective bargaining agreement allows for other options. When the employee has used up all his/her accumulated sick leave, other available leave may be applied, with any remaining days to be taken without pay. While on family medical leave, employees may continue group health insurance on the same basis as if he/she were actively working. In general, when returning to work, they will assume the duties of the same position or a position equivalent to the one the employee held when the leave commenced. The Federal Family and Medical Leave Act of 1993 complements but does not replace the Washington Family Leave Act, the terms of any collective bargaining agreement, and other state and federal laws or regulations.

State Paid Family and Medical Leave

Paid family and medical leave are benefits administered by the Washington State Employment Security Department. Employees interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Employees who have questions regarding the application process may contact the Employment Security Department or visit its website at: paidleave.wa.gov.

Leave policies are spoken to in the various individual employee collective bargaining agreements and contracts. Leaves shall be in accordance with state and federal law and as agreed to in the negotiated agreements.

Legal Reference: [RCW Chapter 49.78](#)
 29 USC Section 203
 WAC 192-610

Adopted: September 28, 1994
Revised: January 12, 2011
 February 9, 2022