



Leave of Absence

Instructions: Complete this form if you are requesting a leave of absence (any absence of 11 or more consecutive days, whether paid or unpaid). Some leaves will require additional documentation.

Employee Name:		Location:	
Position/Assignment			
Personal Email			
Certificated Staff only: FTE of leave requested			
Classified Staff only: Hours/week of leave requested			
Anticipated start date of leave (first day of leave)			
Anticipated end date of leave (last day of leave)			
Reason for Leave	<input type="checkbox"/> Medical (medical certification required) <input type="checkbox"/> Maternity (medical certification required) <input type="checkbox"/> Paternity (documentation required) <input type="checkbox"/> Other; describe below		
Additional Info (required for "other," optional for all other reasons)			

Do you intend to apply for Washington Paid Family and Medical Leave (PFML)? See Page 2 for more information.

Yes No

**Please consider carefully as you are planning your amount of leave hours. WAC 182-31-040 states an employee establishes eligibility for benefits when they are anticipated to work 630 hours from 9/1 through 8/31. See www.hca.wa.gov/SEBB for more information. Length and type of leave may impact an employee's benefits.

Employee Signature: _____ Date: _____

Supervisor's signature indicates acknowledgement of the request.

Supervisor Signature: _____ Date: _____

-----For Superintendent/Designee Use Only-----

Approved Denied

Signature: _____ Date: _____

-----For Office Use Only-----

Board Date _____ Approved _____ Denied _____

Payroll

Submit form to humanresources@svsd410.org –DO NOT send in a duplicate copy

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Paid time off. Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

How it works



Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at **\$1,427** per week.

Your rights



If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave.

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is **0.8%** of your wage. You may pay about **73%** of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov or (833) 717-2273.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

Learn more and apply at
paidleave.wa.gov

Washington
Paid Family & Medical Leave

Employment
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Department
WASHINGTON STATE

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