ISSAQUAH SCHOOL DISTRICT 411

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Heather Tow - Yick, Superintendent

LEAVE SHARE REQUEST FORM

The Washington Administration Code (WAC) 392-136A-055 requires all requests for shared leave be made by employee (or legal guardian) and attested to by a licensed physician or authorized health care authority prior to granting leave.

The following information needs to be completed to satisfy this requirement prior to the District's consideration of the request.

EMPLOYEE STATEMENT:

I request the use of shared leave for the medical event(s) described in the Physician's Statement below.
The request is for:

☐ A personal injury or illness

☐ Care for my relative or household member: _____
Name of Relative/Household Member

☐ Maternity/Parental Bonding (for use within 16 weeks of birth)

☐ Other _____

Under WAC 357.31.435 employees can maintain up to 40 hours of vacation leave and 40 hours of sick leave. If you want to retain leave, indicate the number of hours below.

_____ Vacation (if applicable) _____ Sick Leave

_____ _____
Employee Name (Please Print) Building / Position

_____ _____
Employee Signature Date

PHYSICIAN'S STATEMENT:

_____
Patient's Name

Describe the patient's illness, injury or condition:

_____

_____

_____

Expected Return to Work Date: _____

I attest this medical condition is of an extraordinary and/or severe nature as defined in WAC 41.01.665 *(1-11, *listed below*)

_____ _____
Physician's Signature Date

This request is: ☐ Approved ☐ Denied BY: _____, Human Resources

Start Date: _____ End Date: _____

Your request will be circulated amongst District Staff in the HR News

WAC 41.04.665 (1) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault, between family or household members as defined in RCW 26.50.010; (b) sexual assault of one family or household member by another family or household member; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. (2) "Employee" means any employee of the state, including employees of school districts and educational service districts, who are entitled to accrue sick leave or annual leave and for whom accurate leave records are maintained. (3) "Parental leave" means leave to bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or foster care, for a period of up to sixteen weeks after the birth or placement. (4) "Pregnancy disability" means a pregnancy-related medical condition or miscarriage.(5) "Program" means the leave sharing program established in RCW 41.04.660. (6) "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. (7) "Sexual assault" has the same meaning as set forth in RCW 70.125.030. (8) "Stalking" has the same meaning as set forth in RCW 9A.46.110. (9) "State agency" or "agency" means departments, offices, agencies, or institutions of state government, the legislature, institutions of higher education, school districts, and educational service districts. (10) "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the president of the United States in time of war or national emergency. (11) "Victim" means a person against whom domestic violence, sexual assault, or stalking has been committed as defined in this section.