

Q: How do I apply for a medical leave?

To formally apply for a medical leave the RSD asks that employees submit a leave request through our online form found on the [RSDs leaves & accommodation page](#) - prior to submitting the leave application you will be prompted to schedule a leave planning meeting with RSD Human Resources.

Q: What are the leave notice requirements?

Employees are expected to provide at least 30 days' notice if you know in advance of your need for a leave of absence. If you learn of your need for time off or a leave of absence less than 30 days ahead of time, request it as soon as you are able.

Q: What situations qualify as a medical leave?

More than 5 consecutive workdays for an employee's (or employee family member) serious medical condition; pregnancy and bonding with a newborn or following delivery/adoption; military leave; leave for domestic violence, sexual assault, or stalking; and exigency leave. Please work with the district Leave Coordinator directly to develop an individualized leave plan based on eligibility. Additional information on each leave type may be found on the district leaves [website](#).

Q: Can I use accrued paid leave during my medical leave?

Yes, sick leave, vacation time, and personal leave may be used while on FMLA leave or a general medical leave. Paid leave cannot be used to supplement pay during WA state PFML approved leaves. Employees are encouraged to work with the district Leave Coordinator to develop a leave pay plan that works best for the employee on an individual basis during the leave planning meeting. Changes to the initial pay plan must be submitted to the RSD by the 10th of the month in which you want the changes to begin. Employees who do not submit an initial pay plan by the 10th of the month that their leave begins will have any accrued paid leave applied to their absences, starting with sick leave. Additionally, employees who do not submit changes to their pay plan by the 10th of the month are not eligible to have any paid leave utilized for that month retroactively changed to unpaid leave.

Q: How long does the application process take?

Processing time may vary depending on the leave type. In general, the initial leave notice should be sent out within 5 business days. Final approval of leaves processed at the district level (FMLA and general medical) should occur within 5 business days following receipt of supporting medical certification. External leave requests (such as WA state PFML applications) may take up to 4+ weeks to process.

Q: Can I adjust or extend my leave?

Yes, leaves can be changed as needed based on updated medical certification, delivery dates, and/or available coverage adjustments to care of an immediate family member or child. Employees should provide as much notice as possible when adjusting leave coverage and submit any leave extension requests through the online leave request form found in Frontline Central.

Q: What are the benefits of applying for a formal leave?

It will depend on the leave type chosen, but a formal leave may provide job protection, medical benefit protection, and in some cases may offer paid leave. The Leave Coordinator will help develop an individualized leave plan based on the employee's eligibility during the leave planning meeting after an employee applies for leave.

Q: What is the return-to-work process?

If the leave was approved for an employee's own medical condition the employee is expected to provide the Leave Coordinator with a statement from a treating healthcare provider, indicating the ability to assume full responsibility of the employee's position, with or without reasonable accommodation **PRIOR** to their return. Once an employee returns to work, they must notify the Leave Coordinator, who will process the leave closure.

Additional resources

For additional information regarding your leave options please review the following resources:

- FMLA overview: <https://www.dol.gov/agencies/whd/fmla>
- WA state paid family medical leave (PFML) website: <https://paidleave.wa.gov/>
- WA family cares act (FCA): <https://lni.wa.gov/workers-rights/leave/family-care-act>
- WA Military Family Leave Act (MFLA): <https://lni.wa.gov/workers-rights/leave/leave-for-military-spouses-and-certain-emergency-personnel>
- WA state sick leave guidelines: <https://lni.wa.gov/workers-rights/leave/paid-sick-leave/>
- Renton School District collective bargaining agreements: <https://www.rentonschools.us/employment/collective-bargaining-agreements-salary-schedules-and-staff-calendars>