
FAMILY LEAVE

Every employee of the District who has worked for the District at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

- 1) care for a newborn child, an adopted child of the employee, who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child; or
- 2) care for a spouse, parent or child of the employee, who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job.
- 3) respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

Leave taken for newborn or adopted child care, shall be completed within one year after the date of birth or placement for adoption. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth, pursuant to the Maternity Leave section of this policy.

If both parents of a newborn or newly-adopted child are employed by the school district, they shall be entitled to a total of twelve work weeks of family leave during any twelve month period, and leave shall be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

The Superintendent or designee may require written verification from the employee's health care provider.

MILITARY CAREGIVER LEAVE

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

RETURN TO WORK

Any employee returning from an authorized family leave, shall be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the District may recover the costs of the employee's health benefits paid during the leave.



LEGAL REFERENCES

RCW 49.78

Family Leave

WAC 296-134

Family Leave

PL 103-3

Family and Medical Leave Act of 1993



POLICY APPROVED
REVISED

March 22, 2004
October 10, 2011