LEAVE TYPES AND EXPLANATIONS

SICK LEAVE paid leave using accrued sick leave balance
Sick leave can be taken for a number of reasons, including but not limited to:

- An absence resulting from an employee’s mental or physical illness, injury, or health condition;
- For the care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- To accommodate the employee’s need for preventative medical care;
- For any absence that qualifies for leave under the domestic violence leave act (RCW 49.76.030).

(Please reference East Valley School District’s Sick Leave Frequently Asked Questions guide for a full list of authorized paid sick leave usage.)

Medical certification is required for absences exceeding five consecutive work days when using sick leave. If the absence exceeds five or more days, additional leave paperwork may be required (see FMLA and Medical Leave details below). For personal illness or injury, a Return to Work Authorization Form must be completed by the employee’s health care provider and submitted to the Human Resources Department prior to the employee returning to work. All employees must be released to return to work with “no restrictions” in order to return to their position.

How to properly utilize Sick Leave:
1) If your absence will not exceed five (5) consecutive work days, you will need to communicate directly with your supervisor regarding your absences and follow your building’s absence reporting protocol.
2) If your absence will exceed five (5) consecutive work days you will need to contact the Human Resources Department notifying them of your extended absence. Human Resources will determine if your leave qualifies under the Family and Medical Leave Act (FMLA) and supply you with the appropriate paperwork. You will be required to submit the applicable medical certification documentation.

For more information regarding proper sick leave use, see the Sick Leave Frequently Asked Questions.

EMERGENCY LEAVE paid leave using accrued sick leave balance
Employees may take emergency leave, deductible from their sick leave balance, when the nature of the leave meets the requirements of emergency leave as defined by the EVEA and PSE Collective Bargaining Agreements. Emergency leave is defined as “leave for a problem that must not have been precipitated and must be of such nature that preplanning was not possible, or where preplanning could not relieve the necessity for the employee’s absence.” For further clarification on authorized use of emergency leave, please reference East Valley Board Policy 5403, Emergency and Discretionary Leaves.

How to properly utilize Emergency Leave:
1) Communicate directly with your supervisor regarding your absences and follow your building’s absence reporting protocol.
FMLA (FAMILY AND MEDICAL LEAVE ACT – FEDERAL LEAVE) paid or unpaid leave with District benefits maintained

Employees are eligible for FMLA if they:

1. Have been employed by East Valley School District for at least one year (12 months); and
2. Have worked at least 1,250 hours over the previous 12 months.

FMLA can be used for a variety of reasons including:

- A serious health condition;
- Military family leave;
- For the birth of a child or placement of a child for adoption or foster care;
- In order to care for a spouse, child, or parent with a serious health condition;

Any time an eligible employee is absent for more than five consecutive days or intermittently for a qualifying medical reason, they must complete FMLA paperwork, including a medical certification. FMLA leave is deducted in conjunction with an employee’s sick leave or annual leave and is in place to provide job protection while they are absent from work for medical reasons. Eligible employees are entitled to up to 12 weeks (60 days) of FMLA leave.

Employees are to notify the Human Resources Department at least 30 days in advance when the need for FMLA leave is foreseeable. When the need for leave is unforeseeable, the employee must provide notice to the Human Resources Department as soon as possible and practical.

Employees absent from work for personal illness or injury are required to complete and submit a Return to Work Authorization Form in order to return to their position. In order to return, the employee must be released with “no restrictions” by their health care provider prior to their return.

During authorized FMLA leave, the District will continue to contribute toward health insurance coverage as if the employee were at work. If the employee is on unpaid FMLA leave, they are responsible for his/her share of their monthly medical premium that is normally deducted from their paycheck. In order to maintain other insurance coverage while on an approved FMLA, it will be necessary for the employee to self-pay.

How to request FMLA Leave:

1. Complete and submit the Leave Request Form to the Human Resources Department, including the applicable Medical Certification Form which must be completed by a health care provider. All leave forms can be found on the Human Resources Webpage under Leave Information.
PFML (PAID FAMILY & MEDICAL LEAVE – WA STATE LEAVE) paid leave through the state’s Employment Security Department with District benefits maintained

Employees are eligible for PFML if they:

(1) Have worked at least 820 hours over the qualifying period (about 16 hours per week).

PFML can be used for a variety of reasons including:

- A serious health condition;
- Military family leave;
- For the birth of a child or placement of a child for adoption or foster care;
- In order to care for a spouse, child, or parent with a serious health condition;

PFML is administered by Washington’s State Employment Security Department (ESD). Employees wishing to apply for this leave, must complete an application through their website: https://paidleave.wa.gov/

When you take Paid Leave, you can receive up to 90% of your weekly pay—up to a maximum of $1,206 in 2021 (the maximum weekly benefit amount for 2022 is $1,327). Eligibility and pay information are administered solely through ESD, however; employees approved on PFML must also be on an approved leave with the district. In addition to the PFML paperwork submitted through ESD, employees must also submit the Leave Request Form to Human Resources, along with a medical certification form.

Employees claiming leave through PFML are considered on Leave Without Pay with the district for that time and are not eligible to receive paid District leave or Shared Leave. If eligible, FMLA leave is deducted in conjunction with an employee’s PFML leave.

Employees who choose to apply for the state’s PFML program must notify Human Resources as soon as possible and **must not submit their first claim with PFML until they’ve had a discussion with Human Resources to ensure the employee and the District are on the same page and the employee is not overpaid by either agency (EVSD or ESD).**

More information on the state’s PFML program can be found here: https://paidleave.wa.gov/find-out-how-paid-leave-works/
MEDICAL LEAVE paid or unpaid leave – any benefits maintained are self-paid

Employees who do not meet the eligibility requirements of FMLA may request Medical Leave through the district using the Leave Request Form along with the appropriate medical certification form when they are absent for more than five consecutive days or intermittently for a qualifying medical reason.

This leave would be paid using accrued sick, personal, and vacation leave balances. If paid leave balances are exhausted and the employee is on an approved Medical Leave, they will be responsible for paying the District the cost of any benefits they wish to maintain for the duration of their leave on a monthly basis.

Employees absent from work for personal illness or injury are required to complete and submit a Return to Work Authorization Form in order to return to their position. In order to return, the employee must be released with “no restrictions” by their health care provider prior to their return.

How to request Medical Leave:
1) Complete and submit the Leave Request Form to the Human Resources Department, including the applicable Medical Certification form. If you have already exhausted your FMLA allotment, indicate so on the new request form. All leave forms can be found on the Human Resources Webpage under Leave Information.

SHARED LEAVE paid leave using leave donations from co-workers

Leave sharing is designed to permit District employees to come to the aid of a fellow employee who meets the following criteria:

- The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition or who has been called to service in the uniformed services which has caused, or I likely to cause the staff member to go into leave-without-pay status or terminate his/her employment;
- The staff member’s absence and the use of shared leave are justified by the proper medical documentation;
- The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves; and
- The staff member has abided by district rules regarding sick leave use.

Shared leave may not be requested if the employee is receiving long term disability or Worker’s Compensation benefits.

How to request Shared Leave:
1) Complete and submit the Shared Leave Request Form to the Human Resources Department. Please note that a portion of this form must be completed by your, or your household member’s, health care provider. All leave forms can be found on the Human Resources Webpage under Leave Information.
**LEAVE OF ABSENCE personal leave-any benefits maintained are self-paid**

The District may grant leaves of absence for specific periods of time for up to one school year. If such leave is granted due to extended illness, one additional year may be granted. An employee may be granted a leave of absence for up to one year for the purpose of attending school. All personal leaves of absence must be approved by the Board of Directors.

A Leave of Absence will be a leave without pay or benefits once all applicable paid leave has been exhausted. During the leave, the staff member may elect to maintain benefits by reimbursing the District for the cost of those benefits on a monthly basis the needs of students and the District program warrant primary consideration. Leaves of absence will be granted only when they will not have an undesirable impact upon the educational program or business operations.

Upon return from such leaves, reasonable attempts will be made to return the employee to the position he/she held before the leave of absence began. The staff member is responsible for informing the District by April 1 (Certificated staff) or May 1 (Classified staff) as to his/her intent to return. If said notification is not received, the individual’s employment rights with the District will be terminated.

*How to request a personal Leave of Absence:*

1) Complete and submit the Leave Request Form to the Human Resources Department. If you have already exhausted previous leaves, indicate so on the new request form. All leave forms can be found on the Human Resources Webpage under Leave Information.

**LEAVE WITHOUT PAY unpaid leave-any benefits maintained are self-paid**

Any use of Leave Without Pay requires pre-approval by the requesting employee’s supervisor and the Director of Human Resources. Consideration for approval of Leave Without Pay is limited to unique circumstances and opportunities such as family obligation or celebration and family hardships not covered by paid leave, and only when personal/vacation leave is exhausted. Approved leave is deducted at the employee’s per diem rate. During the leave, the staff member may elect to maintain benefits by reimbursing the District for the cost of those benefits on a monthly basis.

*How to request Leave Without Pay:*

1) Complete and submit the Leave Request Form to the Human Resources Department and indicate the reasoning for submitting your request. All leave forms can be found on the Human Resources Webpage under Leave Information.
BEREAVEMENT LEAVE paid leave- not deductible from accrued leave balances
Employees are eligible for up to five days leave per occurrence for absence occasioned by the death of a relative residing in the household of the employee, a sibling, parent-in-law, grandparent or grandchild residing elsewhere, or personal friend or relative with whom the employee has had close familiar ties equivalent to those with a relative listed above. Up to ten days absence will be allowed occasioned by the death of a parent, spouse, or child.

Bereavement is not deductible from sick leave and is noncumulative. Exceptions to this provision may be approved on a case by case basis and must be submitted in writing to the Human Resources Department.

How to utilize Bereavement Leave:
1) Communicate use of leave with direct supervisor and denote “bereavement” on your timesheet accordingly.

JURY DUTY paid leave- not deductible from accrued leave balances
When an employee is required to perform jury duty, he/she shall do so without loss of pay or accrued leave. Summoned employees will need to provide the Payroll Department with documentation of proof that they served on jury duty. The best documentation is a copy of their paystub/receipt from the courthouse listing the dates that they served. This will provide the District with the appropriate verification of absence.

In the interest of maintaining the continuity of the educational program, whenever an employee is released early from jury duty (half or more than half of the workday remaining), he/she shall contact their direct supervisor for assignment and report to work.

How to properly use Jury Duty Leave:
1) Send the Payroll Department a copy of your jury summons.
2) Send the Payroll Department a copy of your paystub/receipt stating the dates that you served on jury duty.

CONTACT INFORMATION
For more information, please visit the Human Resources Department webpage under Leave Information or you contact any of the Human Resources or Payroll Department staff listed below.

Jane Stencel
Human Resources
(509) 241-5025
stencelj@evsd.org

Laura Estey
Human Resources Officer
(509) 241-5067
esteyl@evsd.org

Raina Havens
Payroll Officer
(509) 241-5030
havensr@evsd.org