

Leave Types Available to LWSD Employees

*Please remember to refer to your Bargaining Agreement for specific information related to leave types that may be applicable to you.
The following is intended to provide general information only.*

Personal (HR) Leave Options: For information contact Megan Biesinger by phone **(425) 936-1245** or email: mbiesinger@lwsd.org.

Type of Leave	Details
Personal Leave (Unpaid)	Employee must identify purpose (i.e. relocation); now includes COVID-19 reasons

Medical Leave Options: For information contact Lori Redeker by phone **(425) 936-1311** or email: lredeker@lwsd.org.

Type of Leave	Details
Family Care Leave (FCL)	The Washington State Family Care Act (FCA) entitles employees who have paid-leave benefits to use their choice of available paid sick leave or other paid leave to care for a family member who has a serious or emergency health condition.
Family and Medical Leave Act (FMLA)	Employees are entitled to twelve (12) workweeks of leave in a 12-month period for: <ol style="list-style-type: none"> 1. the birth of a child and to care for the newborn child within one year of birth; 2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; 3. to care for the employee's spouse, child, or parent who has a serious health condition; 4. a serious health condition that makes the employee unable to perform the essential functions of his or her job; 5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty"
Family Illness	Employees that need to care for a sick family member (appointments & non-serious health conditions)
Paid Family and Medical Leave (PFML)	<ul style="list-style-type: none"> • Leave to bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of 18 with the employee • Leave to participate in providing care for a family member due to the family member's serious health condition • Leave because of a qualifying military exigency as permitted under the federal Family and Medical Leave Act
Temporary Disability	Employees that have a medical condition that will put them out of work

Leave Types Available to LWSD Employees

<i>Type of Leave</i>	<i>Details</i>
Emergency Health Leave (EHL)	<p>Employees may qualify if they have received a positive diagnosis of COVID-19, are directed to self-quarantine due to close contact with an individual that tested positive for COVID-19, or are exhibiting symptoms of COVID-19 and you are seeking medical advice.</p> <p>Leave is limited to the workdays that fall within the 10-14 day period when you need to isolate/quarantine.</p> <p><u>Please Note:</u></p> <ol style="list-style-type: none"> 1. Employees must complete <u>Employee Request for Leave form</u> and provide Doctor's note. 2. Although the 10-14 days includes weekends, only actual workdays are entered into Skyward. Employees must take 3 days of sick leave and use EHL for the remaining days up to 14. 3. If the employee is currently working remotely and able to continue working remotely (consult with supervisor), leave is not needed. If the employee is currently working remotely and is unable to work, leave applies. If the employee is assigned to an in-person position, leave applies.