

## Family, Maternity and Military Caregiver Leave

### Eligibility

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:

- Care for the employee's newborn child, an adopted child who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- 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; or
- 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.

### Procedures for taking Leave

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full-time and concurrent with paid leave (if any) unless intermittent or reduced leave is medically necessary and approved by the superintendent (or designee). Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent (or designee). 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.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent (or designee) not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will 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.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

Individual Collective Bargaining Agreements may provide additional leave benefits in excess of this policy if mutually agreed between the District and the specific Association with approval by the Board of Directors. Pre-existing practices currently embedded within Collective Bargaining Agreements that exceed the benefits defined by this policy will be honored.

### **Maternity Leave**

A staff member will use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

Once an employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member will pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

### **Notice Required**

A pregnant staff member is requested to notify her immediate supervisor and the superintendent (or designee) by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent (or designee) for one or more of the following:

- Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- Family leave for a period of up to 12 weeks. In addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;

- Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent (or designee) based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

#### Employment Conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties. If the pregnant staff member is no longer able to perform her normal duties, she is eligible to begin medical leave consistent with this policy with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent (or designee) of the specific date when she will return to work. Unless the superintendent (or designee) approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent (or designee). If the employee is still experiencing a disability due to a pregnancy related issue or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent (or designee) based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

#### Assignment upon Return

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified.

An effort will be made to place the staff member in her original position or in a comparable position.

**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 From Leave**

Any employee returning from an authorized family leave will 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. Certificated staff who are scheduled to return from family leave within ten (10) school days of the end of a grading period (quarter, trimester, or semester) may be required to delay their return from family leave until the beginning of the next grading period (quarter, trimester, or semester).

<p>Legal References:</p> <p>RCW 28A.400.300</p> <p>Chapter 49.78 RCW</p> <p>WAC 162-30-020</p> <p>RCW 49.12.270</p> <p>RCW 49.12.360</p> <p>WAC 296-134</p> <p>29 USC Sec 2601</p> <p>P.L. 103-3</p>	<p>Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers</p> <p>Family Leave</p> <p>Pregnancy, childbirth, and pregnancy related conditions</p> <p>Employee sick leave to care for child</p> <p>Parental Leave</p> <p>Family Leave</p> <p>Family and Medical Leave Act of 1993</p> <p>Family Leave</p>
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Adopted: August 21, 2014