

## LEAVE TYPES AND EXPLANATIONS

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### ➤ **SICK LEAVE** (paid leave using accrued sick leave balance)

Employees usually will elect to use all paid leaves prior to going on unpaid leave. However, it is not required. Extended unpaid leave time can be requested without exhausting all accrued paid leave.

A medical note can be *requested* from the supervisor for absences less than five days but it is required for absences of five days or more. A release from the physician must be on file prior to the employee returning to work.

### ➤ **VACATION LEAVE** (leave with pay using any accrued vacation leave you may have)

You may also use any accumulated vacation leave as a part of your leave.

### ➤ **FAMILY CARE LEAVE** (paid leave using accrued sick leave balance)

Same as sick leave information above.

### ➤ **SHARED LEAVE** (paid leave using leave donations from co-workers)

Shared leave is available for employees who are suffering from a **serious / severe personal illness** or that of an immediate relative. An employee may apply for shared leave donations if their situation qualifies as a serious / severe illness AND if they have exhausted all their own paid leaves AND they are not receiving long term disability. Shared leave cannot be used for maternity except in the case of complications.

A medical note from the physician is required in order to access this leave. A release from the physician must be on file prior to the employee returning to work.

### ➤ **MATERNITY LEAVE** (paid leave using accrued sick leave)

You may use your accrued sick leave for the period of time your physician indicates you must be off work for a pregnancy, miscarriage, abortion, childbirth, and/or recovery there from. For a normal delivery, this can be as much as six to eight weeks. **HOWEVER**, if you do not have enough accrued sick leave to cover six to eight weeks for this recovery, you will need to go on unpaid leave for the remainder of time until you are released to return to work. (See other unpaid leave types below.) You cannot return to work until you are released by the physician.

**NOTE:** Maternity Leave is NOT paid time unless you have the accrued sick leave to cover it. Shared leave from co-workers cannot be used for maternity time unless there are serious complications that are not usual to a normal pregnancy/delivery.

### ➤ **PARENTING LEAVE** (paid leave using accrued sick leave)

Employees may use accrued sick leave to cover up to thirty work days per year for introducing a new child into their family. This applies to regular childbirth as well as adoption.

Documentation of the birth or adoption needs to accompany this leave request.

## **UNPAID LEAVE – CONTRACT PAYOUT INFORMATION**

(Family Medical Leave, Health Leave, Family Care Leave, Personal Leave, Educational Leave, Child Rearing Leave)

If you work 10 months of the year but are paid over twelve months, at the point you go into unpaid leave you will receive a payout of the monies that are saved to pay you over the summer months. Your final paycheck before going on leave may be larger than normal with this payout. When/if you return to work in the school year, your new monthly pay amount could be significantly smaller due to the number of working days remaining in the year and the number of months those earnings will be spread for payment. Thus, if you will be returning to work in the current school year, we recommend you save this payout to supplement the smaller paychecks you will receive upon your return. Please contact your leave specialist for questions regarding the above information.

Step increase dates will be adjusted in the amount equal to the duration of any unpaid breaks in service (e.g., leave of absence, termination, or lay off). Military leave and on-the-job injury is an exception.

### ➤ **FAMILY MEDICAL LEAVE (FML)** (unpaid leave with paid benefit premiums)

Employees are eligible for FML if they: (1) have been employed by Spokane Public Schools for at least one year, (2) worked all hours available to their position during the prior school year, and (3) were eligible for benefits.

An employee is entitled to up to three months (12 weeks) of unpaid FML. If you are eligible to use other leaves, you may elect to save these leaves OR you may choose to exhaust any paid leaves prior to going on FML. You could indicate a certain number of sick days you wish to use and then be put on FML, leaving some sick time for later use.

During the authorized FML, the District will continue to contribute toward health insurance coverage as if the employee were at work. The employee will continue to be responsible for his/her share of the premium that is normally deducted from the pay warrant. In order to maintain other insurance coverage while on an approved FML, it will be necessary for the employee to self-pay.

Please keep in mind, should you decide not to return to work (not relating to personal health issues) and terminate your position with the District you will be required to pay back the amount of benefits paid on your behalf.

A medical note from the physician is required in order to access this leave. The District must allow the employee at least 15 calendar days (from receipt of the eligibility notice) to return the medical certification. A release from the physician must be on file prior to the employee returning to work.

### ➤ **HEALTH LEAVE** (unpaid leave – any benefits maintained are self paid)

Health leave is usually requested if an employee does not qualify for Family Medical Leave OR has already used 12 weeks of FML and is still unable to return to work due to their health situation. This is also unpaid leave. Any benefit coverages would have to be self-paid. You are allowed up to a one year leave of absence. (This would include time used under Family and Medical Leave.)

A medical note from the physician is required in order to access this leave. A release from the physician must be on file prior to the employee returning to work.

### ➤ **PERSONAL LEAVE** (unpaid leave – any benefits maintained are self paid)

Personal leave can be requested for up to one year. (The year would include any other leaves taken prior to requesting this leave.)

### ➤ **EDUCATIONAL LEAVE** (unpaid leave – any benefits maintained are self-paid)

Educational leave can be requested for up to one full year. (The year would include any other leaves taken prior to requesting this leave.)