

Human Resources
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MATERNITY LEAVE OPTIONS

Please fill out the “Request for Extended Time Off Work” form indicating how you want to request your time off for maternity time (based on the information below). This form needs to be submitted to Human Resources along with the Physicians Verification form PRIOR to going out.

MATERNITY LEAVE (leave with pay using your 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 Family Medical Leave and/or Child Rearing Leave 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 (leave with pay using any accrued sick leave you may have remaining)

This will only apply if you have the sick leave available to cover this time.

Employees may use up to thirty days of accumulated sick leave per year for introducing a new child into their family. This applies to regular childbirth as well as adoption. This leave is in addition to maternity leave and is only available if you have the sick leave balance to cover. You could request Parenting Leave to begin at the start of the new school year for a child that is new to the family over the summer.

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.

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 last school year, and (3) were eligible for benefits.

You are entitled to up to three months (12 weeks) in a fiscal year 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 at the beginning of your 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. If you apply for and are granted FML for care of your child after birth and you decide to return to work at a date later than that covered by the FML, the balance of time could be requested as child-rearing leave or a general leave of absence.

During the authorized FML, the District will continue to contribute toward your health insurance coverage as if you were at work. You will continue to be responsible for your share of the premiums that is normally deducted from your pay. In order to maintain other insurance coverage while on an approved FML, it will be necessary for you to self-pay. The payroll department will send you a memorandum describing your insurance options and explaining how to respond should you wish to continue coverage.

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.

Also, should you decide not to return to work and terminate your position with the District you will be required to pay back the amount of benefits paid on your behalf.

CHILD REARING LEAVE (unpaid leave – any benefits maintained are self paid)

GENERAL LEAVE OF ABSENCE (unpaid leave – any benefits maintained are self paid)

As stated above, if you wish to return to work at a date later than that covered by the Family Medical Leave (FML) OR if you do not wish to use FML, the balance of time not covered by paid leaves could be requested as child-rearing leave or a general leave of absence. This request should be made by letter which would be presented to the board of directors for approval.