

Human Resources

Maurene Stanton
Executive Director of Human Resources

Date: March 7, 2017

To: Stanwood-Camano School Board of Directors

From: Maurene Stanton

RE: Adoption of Policy 5404: Family and Medical Leave

The attached Personnel Policy 5404, Family and Medical Leave, is a policy that has been revised for the establishment and transition of appropriate procedures providing for Family and Medical Leave for all eligible employees.

This is the second reading of this revision. The proposed policy was reviewed by legal counsel and represents current laws. Procedures are being created based on our attorney recommendation to accompany the policy. If you have any questions regarding this policy, please contact me.

Recommendation:

That the Board approves the Second Reading/Adoption of Revised Personnel Policy 5404, Family and Medical Leave.

FAMILY AND MEDICAL LEAVE

The superintendent or designee shall establish procedures providing Family and Medical Leave for all eligible employees pursuant to the provisions of the Family and Medical Leave Act of 1993 and Washington state laws and regulations.

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:

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

Leave taken for newborn or adopted child care shall 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 consecutively unless an alternative schedule is approved by the superintendent or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20% of the number of working days in the period during which the leave would extend without the approval of the superintendent. 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 pursuant to Policy 5402 Maternity Leave.

If both parents of a newborn or newly adopted child are employed by the school district, they shall be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave shall 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 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 shall select a third provider, whose opinion, obtained at the employer's expense, shall be conclusive.

Return to Work

Any employee returning from an authorized family leave, shall 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. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A.—The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B.—The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- C.—The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

Cross Reference: Board Policy 5021
[Procedure 5404](#)

Applicability of Personnel Policies
[Family and Medical Leave](#)

Legal References: Ch. 49.78 RCW
Ch. 296-134 WAC
P.L. 103-3

Family Leave
Family Leave
Family and Medical Leave Act of 1993

Adoption Date: 8.17.93
Stanwood-Camano School District
Revised: 3.16.04; [3.7.17](#)