PROCEDURE

Effective Date: July 1, 2010

Authority: POL-U5410.03

Approved By: Director, Human Resources

Taking Family or Medical Leave

Cancels:

See Also: PRO-U5410.03A Requesting Family or Medical Leave
           FRM-U5410.03B Reporting Intermittent FMLA Leave
           FRM-U5410.03A Pregnancy Medical Certification Form
           FRM-U5410.03B Medical Certification for Employee’s Own Condition
           FRM-U5410.03C Medical Certification for Employee’s Family Member Condition
           FRM-U5410.06C Domestic Violence Leave Application
           FAQs Requesting and Donating Shared Leave
           FAQs Taking Family Or Medical Leave
           FAQs Domestic Violence Leave for Victims and Family Members

PRO-U5410.03A REQUESTING FAMILY OR MEDICAL LEAVE

Action by:

Employee with need for medical leave

1. Notifies supervisor and Human Resources of need for leave within 30 days of start of leave or as soon as is practicable. (Employees are not required to disclose diagnosis; see #6 in policy regarding confidentiality).

1a. If taking leave under the state military family leave provision (RCW 49.77), notifies supervisor and HR within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

2. Contacts HR to determine appropriate forms.

3. Completes Special Leave Request Form when dates of leave are known and submits to supervisor. (Do not include medical information in this form.)

Supervisor

4. Notifies Human Resources after an employee has:

   a) Provided notice about a foreseeable need for leave under U5410.03, or

   b) Had an unforeseeable absence that is expected to continue for more than three days due to a serious illness or serious illness of a family member, or
### PROCEDURE

**Action by:** Supervisor (cont.)

**Action:**

c) Taken intermittent leave on a frequent basis due to a serious medical condition or to care of a seriously ill family member.

**Action by:** Human Resources

**Action:**

5. **Maintains** strict confidentiality, only involving those on a need to know basis (see #6 in policy).

**Action by:** Employee with need for medical leave

5. **Provides** employee with required eligibility notification

6. **Requests** required documentation, if needed.

7. **Provides** requested documentation within timeframe given by Human Resources.

**Action by:** Human Resources

9. **Reviews** medical documentation for completeness.

9a. If not complete, **contacts** employee.

10. **Evaluates** request.

11. **Makes** determinations allowed under policy, and applicable contract/handbook provisions and state and federal laws.

12. **Updates** Special Leave Request form as needed and reroutes if necessary.

13. **Provides** employee with designation notice, if applicable.

14. **Locks** Special Leave Request form once all approvers have viewed.

**Action by:** Employee

15. **Reviews** payroll instructions for entering leave in advance or make arrangements with department for time entry proxy during absence.

16. **Contacts** Benefits office for questions related to benefits while on leave.

**Action by:** Supervisor

17. **Ensures** there is a plan in place for time entry during medical leave.