

Human Resources Department

Administrative Guideline No. 2019 No. 1



Re: Non-Represented Family and Medical Leave Procedure - Day 1 to Day 365

Date: February 1, 2019

From: Clover Codd, Chief Human Resources Officer

The purpose for this Administrative Guideline is to provide non-represented employees for Seattle School District No. 1 ("District") with Seattle Public Schools Family and Medical Leave ("SPSFML") benefits during their first year of employment with the District. Other represented employees have unpaid leave rights in collective bargaining agreements during their first year and this guideline provides a similar benefit for non-represented employees. The intent of this benefit is to attract and retain new employees to the District.

Policy Statement:

- a. This guideline only applies to employees hired in their first year of employment with the District, for example Calendar Day 1 to Calendar Day 365.
- b. Upon date of hire, before an employee is eligible for leave under the Federal Family and Medical Leave Act (FMLA), SPSFML may be taken for an employee's own serious health condition; to care for a family member (defined as the employee's spouse or domestic partner, the employee's son or daughter, a son or daughter of the employee's spouse or domestic partner, the parent of the employee, employee's spouse or domestic partner, or an individual who stands or stood in loco parentis to the employee, the employee's spouse, or domestic partner) who has a serious health condition; or for the birth and care of a newborn or newly adopted child or placement of a foster child.
- c. An employee may take a total of up to twelve (12) work weeks/sixty (60) work days of leave for his or her own serious health condition and for family medical reasons, combined, until Day 365. After Day 365, SPSFML eligibility will cease. The SPSFML leave may be continuous, which is consecutive days or weeks.
- d. Use of accrued leave must be used prior to going into unpaid status under this guideline.
- e. Donated leave must be used prior to going to a non-pay status. Further, use of donated leave after the twelve (12) week entitlement has been exhausted will not extend the job protection rights described in these guidelines.
- f. Unpaid SPSFML does not provide benefit continuation. Benefits only continue when leave is covered by FMLA or paid leave. An employee may elect to self-pay for benefits while on an unpaid SPSFML leave.
- g. An employee who returns from SPSFML within the time provided in this section is entitled, subject to bona fide layoff provisions, to:
 1. The same position he or she held when the leave commenced; or
 2. A position with equivalent status, benefits, pay, and other terms and conditions of employment; and
 3. Failure to return to work by the expiration date of a leave of absence may be cause for removal and result in termination of the employee from District service.

A handwritten signature in cursive script, appearing to read "Clover Codd", written over a horizontal line.

Dr. Clover Codd
Chief Human Resources Officer