

Family Leave

Employees desiring to apply for Family Leave need to request such leave in writing from the Executive Director of Personnel thirty (30) days in advance unless the leave is not foreseeable, in which case, the employee must notify the district as soon as possible. The district may require certification (and subsequent recertification to support continuing leave) for medical leave and may require the employee to obtain a second medical opinion at the district's expense. The district may also require periodic reports from an employee on family and medical leave regarding the employee's status and intent to return to work. Leave taken to care for a newborn or newly adopted child must be completed within twelve (12) months after the date of the birth or adoption.

Family and medical leave shall be without pay for all or part of the leave. The district requires the employee to use all available hours of all paid leaves including vacation, special leave, or temporary absences to which she/he is otherwise entitled before going on family and medical leave.

The Issaquah School District shall be responsible for maintaining coverage under any group health plan for the duration of such leave. If the employee fails to make timely payment of his/her portion of the premium, the district shall cease to maintain health coverage. Upon the employee's return to work, the employee's group health benefits will be restored to the terms that would have been provided if the employee had continued in employment for the duration of such leave.

If the employee fails to return from family and medical leave, due to reasons within his or her control, the district may deduct from any sums owed to the employee for all health insurance premiums paid during the leave. Any amount not received by deduction, the former employee must reimburse directly to the district.

Upon returning from family and medical leave, the employee is entitled to be restored to the same position that the employee held when the leave started or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata or proportional basis. Employees not eligible for medical benefits will receive leave only.

District approval is required for family and medical leave taken on an intermittent basis (such as working a reduced work week) for the purpose of birth or because of placement for adoption or foster care. Leave to care for a seriously ill family member or because of the employee's own serious health condition may be taken whenever medically necessary. If an employee requests intermittent leave to care for a seriously ill family member or for the employee's own serious health condition and the need for leave is foreseeable based on planned medical treatment, the district may, subject to applicable bargaining agreements, temporarily transfer the employee to an available alternate position with equivalent pay and benefits, if the employee is qualified for the position and it better accommodates recurring periods of leave than the employee's regular job. Any employee who works primarily in an instructional capacity and who requests a period of leave near the conclusion of the academic term, may be required to continue the leave until the end of the term.

Employees should consult with their supervisor when giving notice regarding planned medical treatments and make reasonable efforts to schedule the leave so as to not unduly disrupt the district's operations subject to the approval of the health care provider.

Formerly: Policy No. 5328 P