

PROCEDURE

Effective Date: July 1, 2010
 Approved By: Director, Human Resources

Authority: POL-U5410.03
 Taking Family or Medical Leave

Cancels:

See Also: [PRO-U5410.03B](#)
[POL-U1600.03](#)
[Guide](#)
[Guide](#)
[FAQs](#)
[FAQs](#)

Reporting Intermittent FMLA Leave
 Accommodating Persons With Disabilities
 Requesting and Donating Shared Leave
 Military Family Leave Rights
 Taking Family Or Medical Leave
 Domestic Violence Leave for Victims and Family Members

PRO-U5410.03A

REQUESTING FAMILY OR MEDICAL LEAVE

Action by:

Employee with need for
 medical leave

Action:

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

Supervisor

PROCEDURE

<u>Action by:</u>	<u>Action:</u>
Supervisor (cont.)	5. Maintains strict confidentiality, only involving those on a need to know basis (see #6 in policy).
Human Resources	6. Provides employee with required eligibility notification
	7. Requests required documentation, if needed.
Employee with need for medical leave	8. Provides requested documentation within timeframe given by Human Resources.
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.
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.
Supervisor	17. Ensures there is a plan in place for time entry during medical leave.