

Seattle Works
Paid Family and Medical Leave Policy

General Provisions

Eligible employees may take up to 12 weeks of paid family or medical leave, plus 2 weeks if leave results from pregnancy complications. Employees may take up to 16 weeks in combination of paid family and medical leave, plus 2 weeks if leave results from pregnancy complications.

Eligibility

The policy covers all current and future employees. Employees who have worked for 820 hours in the qualifying period and for Seattle Works for at least 340 hours in the qualifying period are eligible for paid family and medical leave. The qualifying period means the first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding the application for leave. Seattle Works will not charge employees a premium for participation in paid family and medical leave.

Type of Leave Covered

An employee may take this leave of absence during any 12-month period for one or more of the following:

- (a) The birth of a child of the employee and in order to care for the child;
- (b) The placement of a child with the employee for adoption or foster care;
- (c) In order to care for a family member of the employee, if the family member has a serious health condition;
- (d) A serious health condition that makes the employee unable to perform the functions of the position of the employee.
- (e) For any qualifying exigency permitted under the federal family and medical leave act, an employee or a family member of an employee who is a member of the armed forces of the United States, national guard, or reserves and has been notified of an impending call or order to active duty or has been deployed.

Definitions

Leave and family members are defined by the requirements of RCW 50A.04.010. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Employee Status and Benefits During Leave

The employee will maintain health insurance coverage through Seattle Works and will be paid their regular wages, including technology stipend. This leave will not deduct from the employee's accrued Paid Time Off (PTO), however an employee will not accrue additional PTO while on their leave.

Employee Status after Leave

An employee who takes paid family and/or medical leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

Procedure for Requesting Leave

To use Family and Medical Leave, employees must submit a request for Family and Medical Leave to the Director of Operations for approval 30 days prior to the time leave will be taken, except when the absence is due to emergency or illness. Employees must notify the Director of Operations as soon as possible when taking family and medical leave due to an emergency or illness.

Duration of Paid Family and Medical Leave Policy

The paid family and medical leave policy will remain in effect for at least one year, as of the date of its approval.