



# Seattle Police Department Policy Manual



## 4.100 – Family and Medical Leave

Effective Date: 09/18/2013

### 4.100-POL

This policy applies to employees seeking Family and Medical Leave.

#### **1. The Department Complies With the Federal Family and Medical Leave Act**

Employees may view the city Family and Medical Leave policy from this link: [Personnel Rule 7.1 – Family and Medical Leave](#)

See additional resources:

[Your Rights Under City Family and Medical Leave](#)

[Seattle Municipal Code Chapter 4.26-Family and Medical Leave](#)

[Federal Family and Medical Leave Act](#)

[Employee Rights and Responsibilities Under the Family and Medical Leave Act](#)

[State Family Leave Act](#)

#### **2. Employees May Use Family and Medical Leave for One or a Combination of Reasons**

Qualifying Conditions:

- Non-medical care of a newborn child of the employee or of the employee's spouse/domestic partner
- Placement of a child with the employee or his or her spouse/domestic partner for adoption or foster care
- Care of the employee's spouse/domestic partner, or a child or parent of the employee or his or her spouse/domestic partner who has a serious health condition
- Employee's own serious health condition that makes the employee unable to perform the functions of his or her regular assignment.

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A qualifying military exigency for the spouse/domestic partner, son, daughter, or parent of the employee as defined in the federal **Family and Medical Leave Act, including:**

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Care of military member's parent
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Any other event that the employee and Department agree is a qualifying exigency.

Also see: [Fact Sheet #28M \(c\): Qualifying Exigency Leave under the Family and Medical Leave Act](#)

- Care of a spouse/domestic partner, parent, son, daughter, or next of kin who is a covered service member and has a serious illness or injury under the terms and circumstances that such leave would be available under the federal Family and Medical Leave Act.

Also see: [Fact Sheet #28M\(a\): Military Caregiver Leave for a Current Service member under the Family and Medical Leave Act](#)

- Care of a spouse/domestic partner, parent, son, daughter, or next of kin who is a covered veteran and has a serious illness or injury under the terms and circumstances that such leave would be available under the federal Family and Medical Leave Act.

Also see: [Fact Sheet #28M\(b\): Military Caregiver Leave for a Veteran under the Family and Medical Leave Act](#)

### **3. Employees May Use Paid and/or Unpaid Time for Family and Medical Leave**

### **4. Employees Notify the Department When Family and Medical Leave is Needed**

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Employees will notify the Family and Medical Leave Coordinator in the Human Resources Section 30 days before the leave is needed.

If 30 days' notice is not possible, the employee will contact the Family and Medical Leave Coordinator in Human Resources Section for instruction.

(See 4.100-PRO-1 Requesting Family and Medical Leave)

## **5. Family and Medical Leave Electronic Timesheets Coding will be Used for the Specific Dates of Approval of Family and Medical Leave by Human Resources**

Sergeants/supervisors/employees will use these family and medical leave codes for family and medical leave time.

"92" for employee sick leave use

"93" for family sick leave use

"94" for vacation use

"95" for floating holiday use

"96" for executive leave use

"98" for comp time use

"FM" for unpaid family and medical leave use

## **6. Eligible Employees May Buy Back Retirement Service Credit for Unpaid Medical Leave of Absence**

Employees may buy back service credit after they return to regular paid status or separate from employment.

LEOFF II members may contact DRS (Department of Retirement Systems) at 360-464-7000 or toll free at 1-800-547-6657; pressing "0" to speak with a live representative. Sworn employees may view the Department of Retirement Systems policy from this link: <http://www.drs.wa.gov/>.

Non-Sworn employees may contact SCRS (Seattle City Employees' Retirement System) at 206-386-1293. Non-Sworn employees may view the Seattle City Employees' Retirement System policy from this link: [www.seattle.gov/retirement/](http://www.seattle.gov/retirement/).

## **4.100-PRO-1 Requesting Family and Medical Leave**

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## Employee

1. **Sends** a completed *Employee Request for Family and Medical Leave* (form 2.10), and certification directly to the Family and Medical Leave Coordinator in the Human Resources Section.

[Certification of Health Care Provider for Employee's Serious Health Condition](#)

[Certification of Health Care Provider for Family Member's Serious Health Condition](#)

[Certification of Qualifying Exigency For Military Family Leave](#)

[Certification for Serious Injury or Illness of Covered Service member for Military Caregiver Leave](#)

[Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave](#)

## Family and Medical Leave Coordinator

2. **Assists** the employee with obtaining the required forms.
3. **Reviews** the completed forms and **updates** the employee.
4. **Forwards** the request to the Human Resources Director.

## Human Resources Director

5. **Informs** the employee in writing of the Department's decision regarding the request.