

Emergency and Additional Leaves

Bereavement Leave

Bereavement leave of up to three (3) days per occurrence may be taken by full-time employees due to loss of a member of the immediate family without loss in pay.

"Immediate family" includes spouse, registered domestic partner, parent, parent-in-law, grandparent, brother, sister, child or grandchild of an employee.

Employees working less than full-time shall be allowed bereavement leave for up to three (3) days of regularly scheduled work hours per occurrence.

Employees, upon finding it necessary to be absent from their assigned duties by reason of death in the family, will notify their immediate supervisor at the earliest possible time prior to the time at which they normally report to work.

This leave is non-accumulative.

Domestic Violence Leave

Victims of domestic violence, sexual assault, or stalking and family members of victims may take sick leave, other accrued leave or leave without pay to address, recover from, or support a family member in addressing or recovering from domestic violence, sexual assault, or stalking. Family member includes a child, spouse, parent, parent in-law, grandparent or an individual with whom the victim has a dating relationship. The employee must provide advance notice of their intent to take leave. If advance notice is not possible, due to an emergency, notice should be provided no later than the end of the first day that the employee takes the leave.

Unpaid Holidays for Reason of Faith or Religious Activity

ESD employees may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization, as defined in state law. The ESD will grant the request(s) unless the employee's absence would impose an undue hardship on the ESD or the employee's presence at work is necessary to maintain public safety.

Emergency/Personal Leave

ESD employees may request use of up to two (2) days of sick leave per fiscal year for an absence that occurred because the weather or a similar emergency prevented the employee from getting to work safely. Employees may request use of up to two (2) days of sick leave per fiscal year for personal reasons, which may include absences due to inclement weather. Emergency and personal leave may not be used for or to extend holidays or vacations.

Leaves of Absence

Leaves of absence due to personal reasons will be handled on an individual basis. They will not be considered or approved unless work load permits.

These leaves will be without pay.

Legal References:

*RCW 49.12.270 Sick leave, time off — Care of family members
Chapter 49.76 RCW Domestic violence leave.*

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