

	<b>FMLA: Family &amp; Medical Leave Act</b> <b>FLA: Family Leave Act</b> <b>DVL: Domestic Violence Leave</b>	<b>Faculty Sick Leave</b>	<b>FCAL: Family Care Act Leave</b>	<b>Parental Leave &amp; Leave Without Salary</b>
<b>Who is eligible</b>	<ul style="list-style-type: none"> <li>• Faculty (9 month service period) during contracted periods</li> <li>• Faculty (12 month service period) year round while in active paid status</li> <li>• For FMLA and FLA, employed for at least 12 cumulative months</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty (9 month service period) during contracted periods</li> <li>• Faculty (12 month service period) year round while in active paid status</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty (9 month service period) during contracted periods</li> <li>• Faculty (12 month service period) year round while in active paid status</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty (9 month service period) during contracted periods</li> <li>• Faculty (12 month service period) year round while in active paid status</li> </ul>
<b>Paid or Unpaid</b>	<ul style="list-style-type: none"> <li>• Unpaid Leave (but may be eligible for Faculty Sick Leave )</li> <li>• If related to military service, pursuant to RCW 38.40.060, may be eligible for up to 21 days of paid leave</li> </ul>	<ul style="list-style-type: none"> <li>• Paid Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Paid Leave</li> </ul>	<ul style="list-style-type: none"> <li>• If full time leave is requested, it is unpaid</li> <li>• If part-time leave is requested, may be entitled to pro-rated pay</li> </ul>
<b>Time Period</b>	<ul style="list-style-type: none"> <li>• 12 calendar weeks during one academic year (26 calendar weeks if eligible for “Service Member Family Leave “; also, additional calendar weeks possible if pregnancy or childbirth-related)</li> <li>• “Reasonable leave”, if pursuant to DVL</li> <li>• FMLA, FLA and DVL are not accruable</li> </ul>	<ul style="list-style-type: none"> <li>• A total of no more than 90 calendar days during one academic year for both Faculty Sick Leave and Family Care Act Leave</li> <li>• Faculty Sick Leave is not accruable</li> <li>• Any portion of a day taken is deemed one “calendar day” (<i>i.e.</i>, days are not prorated)</li> </ul>	<ul style="list-style-type: none"> <li>• A total of no more than 90 calendar days during one academic year for both Faculty Sick Leave and Family Care Act Leave</li> <li>• Family Care Act Leave is not accruable</li> <li>• Any portion of a day taken is deemed one “calendar day” (<i>i.e.</i>, days are not prorated)</li> </ul>	<ul style="list-style-type: none"> <li>• Initial request may not exceed 6 calendar months</li> <li>• Renewable based on approval by the appointing unit, but must not extend beyond a two year period</li> <li>• Not accruable</li> </ul>
<b>Valid Leave Reasons</b>	<ul style="list-style-type: none"> <li>• A faculty member’s serious health condition</li> <li>• A family member’s serious health condition</li> <li>• For parental leave to care for a newborn, newly adopted, or placed child</li> <li>• To care for family member or nearest blood relative in the Armed Forces who meets certain criteria</li> <li>• For immediate family members of members of U.S. Armed Forces, Reserves or National Guard, due to a “qualifying exigency” (pursuant to the Washington State Military Family Leave Act, spouses/domestic partners do not need to establish “qualifying exigency” in order to be eligible for up to 15 days of unpaid leave per deployment)</li> <li>• Women who take leave due to pregnancy or childbirth-related conditions, are entitled to take Family Leave Act leave after their leave for pregnancy or childbirth disability ends</li> <li>• For one or more of the reasons specified in RCW 49.76 relating to domestic violence (contact AHR for more information)</li> </ul>	<ul style="list-style-type: none"> <li>• A faculty member’s serious health condition</li> <li>• To care for a child of the faculty member under the age of 18 with a health condition that requires treatment or supervision</li> <li>• Temporary disability of a faculty member due to pregnancy, childbirth, or recovery therefrom</li> </ul>	<ul style="list-style-type: none"> <li>• To care for the faculty member’s family member who has a serious health condition</li> <li>• To care for individuals in the following relationships with the faculty member’s spouse or domestic partner: child, parent or grandparent, who has a serious health condition</li> </ul>	<ul style="list-style-type: none"> <li>• To be used following the exhaustion or ineligibility for Faculty Sick Leave, Family Care Act Leave, and/or FMLA/Family Leave Act.</li> </ul>

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<b>Leave Restrictions</b>	<ul style="list-style-type: none"> <li>• Runs concurrently if Faculty Sick Leave or Family Care Act Leave is invoked</li> <li>• May be circumstances where used prior to invoking Faculty Sick Leave or Family Care Act Leave</li> </ul>	<ul style="list-style-type: none"> <li>• May be used by adoptive or foster parent if child is ill</li> <li>• Exhausts FMLA concurrently unless FMLA is invoked prior to Faculty Sick Leave</li> </ul>	<ul style="list-style-type: none"> <li>• May be used by adoptive or foster parent if child is ill</li> <li>• Exhausts FMLA concurrently unless FMLA is invoked prior to Family Care Act Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Full or part-time parental leave and or leave without salary will not be extended beyond a two-year period</li> </ul>
<b>Benefits Entitlement</b>	<ul style="list-style-type: none"> <li>• For FMLA and DVL, University pays employer-paid portion of health benefits coverage</li> <li>• Employee is responsible for any insurance co-payments, extra premiums to cover family members, life insurance, parking fees, or other payroll deductions</li> </ul>	<ul style="list-style-type: none"> <li>• University pays employer-paid portion of health benefits coverage</li> <li>• Employee is responsible for any insurance co-payments, extra premiums to cover family members, life insurance, parking fees, or other payroll deductions</li> </ul>	<ul style="list-style-type: none"> <li>• University pays employer-paid portion of health benefits coverage</li> <li>• Employee is responsible for any insurance co-payments, extra premiums to cover family members, life insurance, parking fees, or other payroll deductions</li> </ul>	<ul style="list-style-type: none"> <li>• Employer paid health benefits coverage may be continued as long as the employee is working a minimum of 5% FTE</li> <li>• 100% unpaid leave – employee may continue to receive health care benefits through University’s health care plan on a self-pay basis if requested directly through the UW Benefits Office</li> </ul>
<b>Returning to Work</b>	<ul style="list-style-type: none"> <li>• Entitles an employee to return to the same position from which s/he was on leave (or to a position that is virtually identical)</li> </ul>	<ul style="list-style-type: none"> <li>• Employee is required to provide a health care provider return to work certification prior to returning to work from sick leave</li> </ul>	<ul style="list-style-type: none"> <li>• Health care provider return to work certification is not required prior to returning to work from Family Care Act Leave</li> </ul>	<ul style="list-style-type: none"> <li>• The faculty member is entitled to return to her/his position at the conclusion of the approved leave</li> </ul>

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<b>Effect on Promotion / Tenure Clock</b>	<ul style="list-style-type: none"> <li>• Leave is less than six months and, therefore, does not automatically affect the timeline for mandatory promotion/tenure review</li> <li>• If employee believes, however, that the leave interrupts the regular dedication to teaching or scholarship, she/he may request that the year in which the leave takes place not count as a year towards the mandatory promotion/tenure review by applying for a waiver through her/his appointing unit</li> </ul>	<ul style="list-style-type: none"> <li>• Leave is less than six months and, therefore, does not automatically affect the timeline for mandatory promotion/tenure review</li> <li>• If employee believes, however, that the leave interrupts the regular dedication to teaching or scholarship, she/he may request that the year in which the leave takes place not count as a year towards the mandatory promotion/tenure review by applying for a waiver through her/his appointing unit</li> </ul>	<ul style="list-style-type: none"> <li>• Leave is less than six months and, therefore, does not automatically affect the timeline for mandatory promotion/tenure review</li> <li>• If employee believes, however, that the leave interrupts the regular dedication to teaching or scholarship, she/he may request that the year in which the leave takes place not count as a year towards the mandatory promotion/tenure review by applying for a waiver through her/his appointing unit</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Professors must be on UW payroll for a minimum of six months at 50% FTE in an academic year for it to count toward mandatory promotion/tenure review. Please check with your appointing unit or Academic HR to determine if your leave will automatically impact your review timeline</li> <li>• If employee invokes leave(s) for a total of less than six months, but believes that the leave interrupts the regular dedication to teaching or scholarship, she/he may request that the year in which the leave takes place not count as a year towards the mandatory promotion/tenure review by applying for a waiver through her/his appointing unit</li> </ul>
<b>Request Process</b>	<ul style="list-style-type: none"> <li>• Employee request for FMLA, FLA or DVL leave is made pursuant to the appointing unit's normal leave request procedure via sick leave/FMLA/FLA/DVL request form</li> <li>• Should notify her/his supervisor</li> <li>• Employees are expected to give a minimum of 30 days advance notice of the need for FMLA, FLA and DVL leave whenever possible</li> <li>• If leave is not specifically requested by the employee, but supervisor believes that the employee may be absent due to FMLA qualifying incident, then employee should be so notified within two business days</li> </ul>	<ul style="list-style-type: none"> <li>• Employee request for leave is made pursuant to the appointing unit's normal leave request procedure via sick leave / FMLA / FLA / DVL request form</li> <li>• Faculty member must provide a health care provider certification as soon as reasonably possible after the onset of the need for sick leave</li> </ul>	<ul style="list-style-type: none"> <li>• Employee request for leave is made pursuant to the appointing unit's normal leave request procedure via sick leave / FMLA / FLA / DVL request form</li> <li>• Faculty member must provide a health care provider certification as soon as reasonably possible after the onset of the need for sick leave</li> </ul>	<ul style="list-style-type: none"> <li>• Employee request for leave is made pursuant to the appointing unit's normal leave request procedure via leave of absence without pay request form</li> <li>• Should notify her/his supervisor</li> <li>• Employees are expected to give a minimum of 30 days advance notice of the need for leave whenever possible</li> </ul>

**DEFINITIONS:**

The University has adopted a broader, more inclusive definition of family member than the definition provided by the FMLA, FCAL, and/or FCA. The University's definition is:

- **Family member** means the employee's spouse or same or opposite sex domestic partner; child; parent; grandparent; grandchild; sister; or brother. Family member also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship.
- A **son or daughter** means a biological, adopted, or foster child, a step child, a legal ward, or any other child under 18 years of age for whom the employee acts as parent.
- **Child** also includes children above age 18 who are incapable of self-care because of a mental or physical disability.
- A **serious health condition** means an illness, injury, or impairment, or a physical or mental condition that requires inpatient care or continuing treatment by a health care provider.