

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.07.03
DETERMINING
LEAVE AVAILABILITY



Adopted: 12/20/16
Reviewed: 12/20/16
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read 'Tony Fisher', is written over a horizontal line.

Purpose: To outline the parameters for the appropriate use and duration of leave under the Family Medical Leave Act (FMLA) or Washington Family Leave Act (WFCA).

References: Care of family members RCW 49.12.270
Family Leave RCW 49.78
Pregnancy, childbirth, and pregnancy related conditions. WAC 162-30-020
Federal Family Leave and Medical Leave Act of 1993 – USC 29.2912

Procedure:

1. Duration of FMLA or WFLA.
 - a) FMLA or WFLA leave is available for up to 12 weeks during a 12-month period.
2. Calculating Leave Availability.
 - a) For purposes of calculating leave availability, the “12-month period” is a rolling 12-month period measured backwards from the date you use any FMLA or WFLA leave.