

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.07.13 SUBSTITUTION OF PAID LEAVE



Adopted:	12/20/16
Reviewed:	06/30/23
Revised:	00/00/00
Approved:	LonnieJ Rash

**Purpose:** To outline the steps and guidelines for substituting paid leaves for unpaid leaves.

**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. At member or District request, certain kinds of paid leave may be substituted for unpaid FMLA leave.
  - a) Accrued annual leave may be substituted for any type of FMLA leave.
  - b) Accrued medical-sick leave may be substituted only in the circumstances where District policies or state laws allow a member to use that paid leave.
  - c) Except as otherwise provided for Parental Leave (10.07.07.4), accrued sick leave may only be used for:
    - i. A member's own health condition.
    - ii. To care for the member's child less than 18 years of age who has a health condition that requires treatment or supervision.
    - iii. To care for a spouse or registered domestic partner.
    - iv. Parent or parent-in-law.
    - v. Grandparent with a serious health condition, as allowed by state and federal law.
2. If a member has any sick leave available that may be used for the kind of FMLA leave he/she is taking, it is District policy that the member must use that paid sick leave as part of his/her FMLA leave (concurrently).
3. Use of annual leave time for FMLA leave, however, is an employee's option. (In other words, a member may choose to take unpaid FMLA leave and not use his/her available annual leave time).