

This form is for non-school business leave only. Please use form 5400F4 for school business leave, and 5400F5 for unpaid leave.
Please follow the submission guidelines listed by the type of leave you're requesting.

Name of Employee _____

Building/Location _____ Position _____

Beginning date of absence _____ Last date of absence _____ Total number of days requested _____

Is substitute required? Yes No Do you need assistance getting a substitute? Yes No

Pre-arranged substitute's name _____

Type of leave requested:

Employee/Family Illness

**Four or more days-submit form to supervisor and HR
Fewer than four days-as a professional courtesy, please notify your supervisor of any pre-planned absences and enter the absences into ReadySub as soon as possible.

Dates using sick leave _____

Dates using PFML _____

Maternity/Paternity Leave

**Needs supervisor and HR approval*

Dates using sick leave _____

Dates using PFML _____

I would like to supplement PFML with sick leave. (AEA only)

Personal Leave

**All personal leave needs supervisor approval.*

**Three or more days also needs HR approval.*

Paid Time Off (PTO) (AEA only)

**1 Day allowed per year from sick leave balance.*

**Same usage rules as personal leave.*

Bereavement

**Needs supervisor and HR approval.*

**Relationship to you _____*

Jury Duty

**Please attach summons.*

Unpaid Leave

**Please complete Form 5400F5 if your request includes unpaid leave.*

Description of leave requested or reason for use of extended employee/family illness leave:

Employee Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

☐ Approved

☐ Denied Rationale: _____

HR Director Signature _____ Date _____

☐ Approved

☐ Denied Rationale: _____

District Use Only

☐ Principal/Supervisor

☐ Substitute Coordinator

☐ HR - Contracts

Initials/Date _____

☐ Employee

☐ Payroll

☐ Personnel Report

The difference between FMLA and PFML:

FMLA is the Family Medical Leave Act. FMLA is a federal program. To qualify, an employee must have been employed with the Arlington School District for one (1) year and worked 1,250 hours in the past rolling year. FMLA provides for the continuation of your health benefits and a return to your position or a nearly identical position with the same pay and benefits.

PFML is Paid Family Medical Leave. PFML is a state program. An employee is eligible to apply if they have worked 820 hours in the past 52 weeks. The District does not determine approval for this state benefit. You will need to apply and receive notification of decision through the State of Washington. If you are approved, you could be eligible for at least 12 weeks of leave. While you are receiving PFML, you will not be receiving pay from the District. Your contract will be paid out to you in one lump sum including your summer months' pay.

You can learn more about the PFML program and how to apply at paidleave.wa.gov.