

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.07.03 DETERMINING LEAVE AVAILABILITY



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

**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.