

The Leave of Absence Process for Continuous Leaves

1. Inform your manager 30 days in advance, unless the leave is emergent, that you are applying for a leave of absence. Please include the dates that you expect to be out of the office, the reason for the leave request (i.e. personal illness) and the anticipated start and end dates of the leave.
2. HR (Leave Administrator) by email at LeaveAdministrator@valleymed.org to obtain a Request for Leave of Absence form.
3. Once received, read all the documentation provided by the Leave Administrator. Complete the Request for Leave of Absence form.
4. If the leave request is due to a medical condition, a Medical Certification form must be completed by a healthcare provider. The Medical Certification form may be obtained by contacting the HR Leave Administrator or it may be downloaded by going to [My Valley / HR / HR Forms / Leave of Absence Forms](#) and clicking on either 'Medical Certification for Employee's Own Condition' or 'Medical Certification for Family Member's Health Condition'.
5. Return the completed Request for Leave of Absence form and Medical Certification to the HR Leave Administrator by fax at 425.690.9006 or by email to leaveadministrator@Valleymed.org.
6. Your leave eligibility will be determined, and you will be notified of your leave approval/denial status.
7. You may be eligible for Washington State Paid Family & Medical Leave, which may run concurrently with FMLA. For information, or to apply for WA PFML, go to www.paidleave.wa.gov. You can also inquire about WA PFML by contacting LeaveAdministrator@valleymed.org.
8. Use all appropriate vested sick/catastrophic sick, vacation hours and floating before taking unpaid time off per company policy. If you choose to apply for Washington State Paid Family & Medical Leave and you are approved, you are not required to use PTO once proof of your application / WA ESD approval has been shared with VMC HR. You may choose to use your PTO to make up the difference between WA PFML and your regular rate of pay.
9. While on leave, maintain contact with your manager and the HR Leave Administrator to inform them of any changes regarding your progress or if the return to work date from your leave changes.
10. **If your leave of absence is due to your own medical condition, you will be required to be cleared through Human Resources prior to returning to work. You must submit a return to work release from your health care provider to Human Resources.**
11. Return to work when cleared or when you are notified by your supervisor that you are on the schedule.
12. If your leave is for the birth of a child and you wish to enroll that child on your medical insurance, contact HR at 425.690.4200 or benefits@valleymed.org immediately after the birth of the child (**no more than 30 days after the date of birth**) for enrollment forms.
13. You may contact HR Benefits benefits@valleymed.org with questions regarding your insurance benefits.
14. If you are disabled for a long period, contact Human Resources for information and forms to submit a long-term disability claim and continuation of life insurance.

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