

# Family and Medical Leave Policy

## Purpose

To comply with Federal and Washington State law related to Family and Medical Leave.

## Scope

This policy applies to all regular employees of Timberland Regional Library (TRL).

## Policy

TRL employees may be eligible for twelve (12) weeks of FMLA leave or Washington State PFML leave in a twelve (12) month period due to a serious health condition; to care for a family member with a serious health condition; for matters related to childbirth and childcare; or qualifying exigency under the federal Family and Medical Leave Act. During approved FMLA leave, employees may choose to be compensated either through the Washington State Paid Family Medical Leave program OR by using any of their accrued leave balances. If an employee chooses to be compensated through the state PFML program, or their personal balances are depleted, they will be placed in Leave Without Pay status. In the event of any conflict between this policy and the applicable law, regular employees will be afforded all rights required by law.

## **Definitions**

For the purposes of this policy, an “FMLA-qualifying event” is defined as the birth or placement of a child with an employee, the care of a family member who has a serious health condition, or a qualifying exigency under the federal Family and Medical Leave Act, OR an employee’s own serious health condition.

## **References**

Leaves Policy

## **Citations**

29 USC 2601, et seq.  
29 CFR 825, et seq.  
RCW 50A, et seq.

Effective 1/28/2026  
Review Date 2/1/2027

**Policy Number: 062**

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.