

November 14, 2017

To: All Administrators and All FWEA Members

From: David Brower, Chief Human Resource Officer  
Shannon McCann, President, Federal Way Education Association

Re: Clarification of Wellness Leave for All FWESP Members

We are grateful for your dedication to all of our scholars and your commitment to each scholar each day. We want to share and clarify the purpose and parameters of Wellness Leave and to ensure all FWESP Members receive this information.

The following parameters for wellness leave for FWESP members apply, per our Collective Bargaining Agreement (CBA), Section 12.2:

- “At the beginning of each school year or at the time of hire, an employee covered by this bargaining Agreement shall be credited with twelve (12) units of wellness benefit.”
- “Wellness leave is intended to be used for” the following reasons:
  - Illness
  - Injury
  - family, emergency, and/or personal leave.
- According to Section 12.2.1:
  - “The employee must give notice of an absence to his/her immediate supervisor in advance, if possible.”
  - “Leaves of less than five (5) consecutive days may be taken at the employee’s discretion.”
  - “The District may require a physician’s signed statement to support an absence claim of five (5) or more consecutive days” and “An absence form will be filled out and processed according to established District procedures.”
  - “Leaves for five (5) consecutive days or more for other reasons require prior authorization from the employee’s immediate supervisor.”
  - “Longer-term leaves may be addressed through the Family Medical Leave Act (FMLA), temporary disability, and/or unpaid leave.”

If you have questions about Wellness Leave or have ideas about increasing the number of days schools have a highly effective secretary, please contact your principal or your Association leadership.