



## Employee Resource Guide (ERG)

### Contact Information

Leaves Specialist - Cindi Battram - [cbattram@auburn.wednet.edu](mailto:cbattram@auburn.wednet.edu)

Public Records Officer - Lisa Connors - [lconnors@auburn.wednet.edu](mailto:lconnors@auburn.wednet.edu)

Workers' Compensation - Raquel Quirino - [rquirino@auburn.wednet.edu](mailto:rquirino@auburn.wednet.edu)

### Public Records Requests

All records in the possession of the Auburn School District are available to the public unless they are exempted by law. The public has the right to these records, under reasonable conditions, and the copies of these records upon paying the cost of making the copies.

- To request public records, please contact Lisa Connors.
- For more information, see the WA [Public Records Act](#).

### Workers' Compensation

Accidents and injuries that occur at work, during your work hours, must be reported immediately to your direct supervisor, your school building administrator (if applicable, and different from your direct supervisor), and Puget Sound Workers' Compensation Trust. Puget Sound Workers' Compensation Trust is the third-party administrator who manages the district's employee accident reports and work injury claims.

For more information, please contact Human Resources.

Nurse Triage Line at 833-928-6877

For more information, please contact the Puget Sound Workers' Compensation Trust at [www.pswctup.org](http://www.pswctup.org) and/or [memberservices@pswctup.org](mailto:memberservices@pswctup.org).

## Leaves

### Domestic Violence Leave

Washington State provides victims of domestic violence, sexual assault, or stalking, the opportunity to take time off from work. This leave is available to all employees and qualifying family members.

- To request Domestic Violence Leave, please contact Human Resources.
- For more information, see [Board Policy 5401, 5403, 5406](#).

### Faith and Conscience Leave

All employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

- To request Faith and Conscience Leave email your building administrator. Include specific dates and the activity/holiday that you are attending/observing. Your building administrator may ask for verification.
- For more information, see [WAC 357-31-052](#).

### Family and Medical Leave Act (FMLA)

Family and Medical Leave Act (FMLA) provides eligible employees with unpaid, job-protected leave for specified family and medical reasons. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

- To request Family and Medical Leave (FMLA) Leave, please contact the ASD Leaves Specialist.
- For more information, see [Board Policy 5401, 5402, 5403, 5404](#).

### Family Bonding Leave

Family Bonding leave may be available to employees who are eligible for Federal Family and Medical Leave Act (FMLA) and/or state Paid Family Medical Leave (PFML).

- To request Family Bonding Leave, please contact the ASD Leaves Specialist.
- For more information, see [Board Policy 5401, 5402, 5403, 5404](#).

### Maternity Leave

Maternity leave allows a staff member to use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. Male employees are entitled to the same leave that is available to female employees upon the birth or adoption of the employee's child.

- To request Maternity Leave, please contact the ASD Leaves Specialist.
- For more information, see [Board Policy 5402.](#)

### Military Leave

The district shall grant military leave, as provided by law, to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one (21) days during each year beginning October 1 and ending the following September 30, provided such reservist has been called to, or volunteered for, active duty or active duty training.

- To request Military Leave, please contact Human Resources.
- For more information, see [Board Policy 5407.](#)

### Paid Family and Medical Leave (PFML)

Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program that will provide paid time off to give or receive care.

- To request Paid Family and Medical Leave (PFML), please contact the State of Washington and the ASD Leaves Specialist.
- For more information, see [Board Policy 5404.](#)

### Paternity Leave

Male employees who did not give birth are entitled to the same leave that is available to female employees upon the birth or adoption of the employee's child.

- To request Paternity Leave, please contact the ASD Leaves Specialist.
- For more information, see [Board Policy 5404.](#)

### [Shared Leave \(Leave Sharing\)](#)

Employees can donate accrued leave to another qualified employee who has exhausted their paid leave balance while continuing to experience (or caring for a family member who is experiencing) a severe or extraordinary condition, or life-threatening illness or injury, which may cause the employee to take leave without pay or terminate employment.

- To request Shared Leave, please contact the ASD Leaves Specialist.
- For more information, see [Board Policy 5406](#).