



RESOLUTION 2025-11-05 (4)

Date: November 5, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Amendments to HR-35.15, Family and Medical Leave Policy

This resolution would adopt amendments to Tacoma Housing Authority's (THA's) Family and Medical Leave Policy, HR-35.15, to reflect state law changes enacted during the 2025 Legislative Session, and changes to THA's method for calculating leave eligibility and usage under the Family and Medical Leave Act (FMLA).

BACKGROUND

Changes to several laws governing statutory leave were adopted during the 2025 Legislative Session and are effective beginning January 1, 2026. Implementing these statutory changes, as well as others including changes to Washington's paid sick leave law, requires revising our Family and Medical Leave (FML) Policy. In addition, as described in greater detail below, THA seeks to change its method for calculating leave eligibility and usage under the FMLA, which also requires a policy revision.

Paid Washington Family and Medical Leave Act (PFML) Expansion

Via Engrossed Second Substitute House Bill 1213 (2025), effective January 1, 2026, leave under the federal Family and Medical Leave Act (FMLA) expressly runs concurrently with PFML. If an employee chooses to take FMLA leave when they could also have applied for and received PFML benefits, THA will start running the PFML leave "clock" for employment restoration purposes.



RESOLUTION 2025-11-05 (4)

(Revision of THA Policy HR.35.15 Family and Medical Leave)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma.

WHEREAS, changes to several laws governing statutory leave were adopted during the 2025 Legislative Session and are effective beginning January 1, 2026. Implementing these statutory changes, as well as others including changes to Washington’s paid sick leave law, requires revising our Family and Medical Leave (FML) Policy; and

WHEREAS, THA seeks to change its method for calculating leave eligibility and usage under the FMLA to a “12-month forward” method; and


WHEREAS, changing this method for calculating leave eligibility and usage will simplify the process for employees and THA, as it will provide a clear and predictable timeframe for determining FMLA entitlement that will make it easier to track and use leave; and

WHEREAS, ensuring compliance with changing employment laws and increasing efficiency and clarity in its processes all further THA’s goal to serve as a great employer; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

1. Employees who request Family and Medical Leave starting on January 5, 2026, will follow the revised policy.
2. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
3. This resolution shall take effect immediately upon its adoption.

Approved: November 5, 2025


Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

Policy No.	HR-35.15
Policy	Family and Medical Leave
Date	October 30, 2009 Revision Date: November 5, 2025

1. Purpose

Recognizing the importance of family and out of concern for the well being of its employees, THA's family and medical leave programs enables employees to take time off, under certain conditions, for health reasons or to care for family members. Nothing in this policy modifies or supersedes any federal or state law or collective bargaining agreement that may provide greater entitlements to medical or family leave than those set forth in this policy. In the event of any conflict between this policy and (1) any state or federal law or (2) any then applicable collective bargaining agreement, THA will follow the applicable legal requirement or collective bargaining agreement.

Non-medical related and family leave options are described under *THA Policy HR-35.01 Time Away from THA*.

2. Sources for Policy

- ▶ *Family Medical Leave Act, 29 U.S.C. § 2601 et seq, 29 C.F.R. § 825 (FMLA)*
- ▶ *Family Leave Act, RCW 49.78 as amended by SSB 6185, 2006*
- ▶ *Family Care Act, RCW 49.12.265, WAC 296-130*
- ▶ *Leave for Victims of Domestic Violence, Sexual Assault, Stalking or Hate Crimes RCW 49.76 and RCW 9A.36.080*
- ▶ *Leave for Spouses of Deployed Military Personnel, RCW 49.77*
- ▶ *Pregnancy, Childbirth, and Pregnancy Related Conditions, RCW 49.60, WAC 162-30-020*
- ▶ *National Defense Authorization Act for Fiscal Year 2010*

3. Scope of Policy

This policy applies to all "eligible employees" as defined by the sources noted above.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
All Staff	<ul style="list-style-type: none"> ▶ to be sufficiently familiar with and abide by this policy and appropriate Collective Bargaining Agreements; ▶ to use leave options appropriately and honestly and for their intended purpose; ▶ to provide the appropriate notices, forms and/or certifications required by the policy governing the use of appropriate leave options.
Supervisor	<ul style="list-style-type: none"> ▶ to be sufficiently familiar with this policy and

	<p>appropriate Collective Bargaining Agreements and to consistently apply this policy to all staff members;</p> <ul style="list-style-type: none"> ▶ to support staff who use available leave for appropriate purposes to achieve a healthy work and life balance. ▶ to authorize or deny leave options based upon legal requirements and the best interest of the employee, the department and agency; ▶ to contact the Human Resources Department with questions regarding leave under this policy
Director of Finance & Administration	<ul style="list-style-type: none"> ▶ to be sufficiently familiar with this policy and appropriate Collective Bargaining Agreements and to consistently apply this policy to all staff members; ▶ to make all necessary adjustments in payroll and other activities and records resulting from employee use of benefits.
Human Resources Department	<ul style="list-style-type: none"> ▶ to be sufficiently familiar with this policy and appropriate Collective Bargaining Agreements and to consistently apply this policy to all staff members; ▶ to inform all new employees of these leave options; ▶ to administer all leave policies and options; ▶ to assist employees and supervisors in understanding and implementing leave options.

5. Definitions

[No entry]

6. Forms Associated with this Policy

	Employee Rights and Responsibilities Under FMLA
	WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition
	WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition
	WH-381 Notice of Eligibility and Rights and Responsibilities-FMLA
	WH-382 Designation Notice-FMLA
	WH-384 Certification of Qualifying Exigency for Military Family Leave
	WH-385 Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave
<i>THA Form HR-35.15(10)</i>	Disability Benefit Options

7. Policy

7.1 Family and Medical Leave Act (FMLA)

7.1.1 Eligibility

To be eligible for family and medical leave, an employee must have been employed by THA for at least twelve (12) months, must have worked at least one thousand, two hundred and fifty (1,250) hours in the preceding 12 months, and must work at a location where at least fifty (50) employees are employed by THA within seventy-five (75) miles.

7.1.2 Leave Entitlement

An eligible employee may request up to twelve (12) workweeks of FMLA leave per “leave year” for one or more of the following reasons:

- The birth of the employee's child or to care for the newborn child;
- The placement of a child with the employee for adoption or foster care, to care for the newly placed child;
- To care for the employee's spouse, child or parent (but not in-law) with a serious health condition;
- To care for family members who have suffered or aggravated a serious injury or illness while on active military duty;
- To manage designated affairs (qualifying exigency leave) of spouse, son, daughter, or parent who is a military member while on a call to covered active duty or covered active duty status; and
- The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of their job.

THA defines leave year as the twelve-month forward period measured from the first date an employee takes FMLA leave and will continue for the next 12 months. During this period, employees are entitled to up to 12 weeks of FMLA leave. Once the 12-month period ends, a new 12-month period begins with the next FMLA leave usage. For example, if an employee qualified to take FMLA leave were to begin taking leave on June 1 of year 2025, the twelve-month period during which the employee could take that leave would start on June 1, 2025, and end on June 1, 2026. If the employee exhausted all leave during that time, they would not be eligible for additional FMLA leave until after June 1, 2026.

An eligible employee may also take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for an injured service member who is the employee's spouse, domestic partner, parent, child, or next of kin. A covered service member is a current member of the Armed Forces, including National Guard or Reserves members, who has a serious

injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. For purposes of this kind of leave, the twelve (12) month period begins with the first day the employee takes leave. The combined total of leave for all purposes described in this policy may not exceed 26 weeks in the applicable leave year.

7.1.3 Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
- A period of incapacity of more than three consecutive, full calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider;
- A period of incapacity due to pregnancy or for prenatal care;
- A period of incapacity or treatment due to a chronic serious health condition, for a permanent or long-term condition for which treatment may not be effective, or to receive multiple treatments for restorative surgery after an accident or injury or for a condition that would likely result in an incapacity of more than three full, consecutive calendar days in the absence of medical treatment (e.g., chemotherapy for cancer or dialysis for kidney disease).

7.1.4 Intermittent or Reduced Work Schedule Leave

In certain circumstances, eligible employees may take FMLA leave intermittently (for example, in smaller blocks of time) or by reducing their work schedule. If the FMLA leave is because of the employee's own serious health condition or to care for a family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary. Eligible employees may also take FMLA leave on an intermittent or reduced schedule basis when necessary because of a qualifying exigency arising from a family member's military service. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with THA's permission. Where intermittent leave or reduced-schedule leave is needed for planned medical treatment, an employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly THA's operations. Where an employee needs intermittent or reduced-schedule leave based on planned medical treatment, THA may transfer the employee to an alternative position with

equivalent pay and benefits that can better accommodate such recurring leave.

7.1.5 Notice and Certification

A notice entitled “Employee Rights and Responsibilities Under the Family and Medical Leave Act” is posted on the shared drive under 10.15.10 Human Resources-35 Time Away From Work and is provided to employees upon hire.

Employees who want to take FMLA ordinarily must provide this notice to THA at least thirty (30) days’ in advance of the need for leave, if the need for leave is foreseeable. If thirty (30) days’ advance notice is not possible, notice must be provided as soon as practicable (which is generally the same day or next business day after the need for leave becomes known). Absent unusual circumstances, employees are required to follow THA’s regular procedural requirements for requested leave when requesting FMLA leave. When requesting leave, employees must provide sufficient information for THA to determine whether the leave may be FMLA-qualifying, and the anticipated timing and duration of requested leave. Employees must also inform THA if the requested leave is for a reason for which FMLA leave was previously taken or certified.

When leave is requested in connection with planned medical treatment, the employee must make a reasonable effort to schedule treatment in order to prevent disruptions to THA operations.

In addition, employees who need leave for their own or a family member’s serious health condition must provide medical certification from a health care provider of the serious health condition. THA may require a second or third opinion (at THA expense), periodic recertifications of the serious health condition and, when the leave is for an employee’s own serious health condition, a certification that the employee is fit to return to work. Employees who need leave for a qualifying exigency arising from a family member’s military leave must provide a certification confirming the need for leave.

THA may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. THA also may delay or deny approval of leave for lack of proper certification establishing the need for leave.

7.1.6 Continuation of Pay and Benefits

FMLA leave is unpaid leave. However, employees are required to use any accrued paid leave available to them as part of their twelve (12) weeks of FMLA leave. Except as provided in Section 7.3 below, employees on FMLA leave must first use and exhaust all accrued sick and vacation leave. Any remaining leave during the FMLA period will be unpaid and will not accrue benefits. Any paid leave used for a FMLA-qualifying reason will be charged against an employee's entitlement to FMLA leave.

The substitution of paid leave for unpaid leave does not extend the FMLA leave period.

For leave under this family and medical leave policy, THA will continue to pay the employer's portion of health insurance premiums where the applicable regulation requires that the employer maintain benefits. The employee must continue to pay his/her share of insurance premiums, if any. Failure of the employee to pay his/her portion of the premium may result in cancellation of health insurance. Under certain circumstances, if an employee fails to return to work at the end of the leave, the employee may be responsible to pay back THA for the employer portion of the health insurance premiums. Leaves such as vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave.

7.1.7 Return From Leave

Upon return from FMLA leave, THA will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits, and other employment terms. An employee is entitled to reinstatement only if they would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought. THA reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid ten (10) percent ("key employees") of THA's employees employed within seventy-five (75) miles of the worksite if such denial is necessary to prevent substantial and grievous economic injury to THA's operations.

If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. THA may recover health insurance premiums that were paid on behalf of the employee during any unpaid FMLA leave except that THA's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition, or because of other circumstances beyond the employee's control. In such cases, THA may require the employee to provide medical certification of the employee's or the family member's serious health condition.

8.1 Washington Paid Family and Medical Leave (PFML)

Washington Paid Family and Medical Leave is a statewide insurance program that provides paid leave benefits to qualifying Washington employees for designated medical and family needs. Qualifying employees working in Washington will generally be eligible to take up to 12 weeks of leave during a benefit year for the following reasons:

- For bonding with a new child through birth, adoption, or foster placement.
- For an employee's serious illness or injury.

- To care for a family member with a serious illness or injury.
- To prepare for a family member's pre-and post-deployment activities, as well as childcare issues related to a family member's military deployment.

If an employee faces multiple qualifying events in a year, the employee may be eligible to receive up to 16 weeks of paid leave, and up to 18 weeks of paid leave if the employee also experiences a serious health condition during pregnancy that results in incapacity. All parents can receive up to twelve (12) weeks of bonding leave after their child's birth or placement. If the employee gives birth, they are eligible for up to sixteen (16) weeks of combined medical and family leave. Under the PFML program, both parents can take up to 12 weeks of bonding leave even if they work for the same employer.

Employees file for paid leave benefits directly with the State of Washington Employment Security Department (ESD). For information regarding the claim application process, visit the [ESD's Paid Family and Medical Leave](#) web page at paidleave.wa.gov or call ESD Customer Care at 833-717-2273.

Payment of Premiums

PFML is funded by premiums paid by both employees and employers.

Taking Leave

Employees who have worked 820 hours in Washington during the qualifying period (determined by the time worked in approximately the prior 12 months) will be eligible for paid medical or family leave. The 820 hours are cumulative, regardless of the number of employers or jobs the employee has held during a year. All paid work over the course of the year in Washington state counts toward the 820 hours, including part-time, seasonal, and temporary work.

For foreseeable leave, such as the birth or placement of a child or a planned surgery, employees must provide at least 30-day written notice to the HR Department before the leave begins. If the need for leave is unforeseeable, like an accident or sudden illness, employees must provide notice to the HR Department as soon as practical.

While on paid family and medical leave, employees are entitled to partial wage replacement. That means employees will receive a portion of their average weekly pay. The state provided benefit is generally up to 90 percent of an employee's weekly wage, with a maximum of \$1,427 per week. Employees will receive payments directly from the ESD.

While on paid family and medical leave, employees are not eligible to use company provided paid leave benefits such as sick or vacation leave.

Job Restoration and Health Insurance

At the conclusion of PFML, employees may be eligible to be restored to a same or an equivalent position if they have met the following eligibility requirements: They began employment with THA for at least 180 calendar days before taking leave. THA reserves the right to deny reinstatement to salaried, eligible

employees who are among the highest paid ten (10) percent (“key employees”) of THA employees employed within seventy-five (75) miles of the worksite, or if the employee’s position would not have existed upon the employee’s return from leave. In accordance with the terms of applicable law, employees meeting these eligibility requirements may also be eligible to have their health insurance continued during the paid leave period, while paying their portion of the premium costs.

PFML will run concurrently with leave under the FMLA. For more information regarding job restoration, following paid leave, and eligibility for medical benefit continuation, contact the HR Department.

9.1 Other State and Local Leave Laws

In the event a pregnant employee is not eligible for PFML, they may still be eligible for leave for the period of disability associated with pregnancy and childbirth. For more information regarding this leave benefit, contact the HR Department.

In addition, where other state and local family and medical leave laws offer more protection and benefits to employees, the protections and benefits provided by such laws will apply.

10.1 Long Term Disability During FMLA Leave

Eligible non-union and OPEIU employees may be eligible for short and/or long term disability during their FMLA or other medical leave. Trades Council employees may be eligible for short term disability during their FMLA or other medical leave. Employees should consult with the HR department for more information.

11.1 Family Care/Use of Accrued Leave to Care for Sick Family Member

Consistent with the Washington Family Care Act, employees may use their choice of any accrued leave that they have available for their own use in order to care for their child, spouse, domestic partner, parent, parent-in-law, domestic partner, or grandparent as described below.

An employee may use available paid time off to care for his/her child where the child has a health condition requiring treatment or supervision or where the child needs preventive care (such as medical, dental, optical or immunization services) and requires the parent’s presence to authorize treatment.

An employee may use available paid time off when a spouse, domestic partner, parent, parent-in-law, or grandparent has a “serious health condition or an emergency condition.” In general, these are conditions:

- Requiring an overnight stay in a hospital or other medical-care facility;
- Resulting in a period of incapacity or treatment or recovery following inpatient care;

- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (*i.e.*, demanding immediate action).

Where the need for family care leave is unexpected, THA understands that advance approval of the use of leave (as is required for certain kinds of accrued leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. THA reserves the right to require verification or documentation confirming that a family member has or has had a “serious or emergency” health condition when available leave is used to care for that family member.

12.1 Domestic Violence/Sexual Assault/Hate Crimes Leave

This leave is available to employees who are victims of domestic violence, sexual assault, stalking, or a hate crime. It is also available to employees with a family member (child, spouse, domestic partner, parent, parent-in-law, grandparent), or person with whom the employee has a dating relationship who is a victim of domestic violence, sexual assault, stalking, or hate crime. The leave may be taken in blocks, intermittently, or on a reduced leave schedule. The amount of leave that an employee may take is limited to a “reasonable” amount. Domestic violence/sexual assault/hate crimes leave is unpaid, although an employee may elect to use the employee’s accrued paid leave (e.g., vacation, sick leave) in connection with such leave.

Hate crime means the commission, attempted commission, or alleged commission of an offense such as an assault, damage or destruction of property, or threat committed because of a person’s perception of another person’s specified characteristics, including race, gender, or religion. Hate crime also includes offenses that are committed through online or internet-based communication.

Domestic Violence/Sexual Assault/Hate Crimes Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, stalking, or a hate crime;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, stalking, or a hate crime or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services related to domestic violence, sexual assault, stalking, or a hate crime;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, stalking or a hate crime; or

- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, stalking or a hate crime.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. THA may require verification to support the need for the leave. Depending on the situation, verification can take the form of police reports, court documents, or the employee's own written statement of the need for the leave. Except where disclosure is authorized or required by law, THA will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

13.1 Leave for Military Families and Certain Emergency Personnel (Non-FMLA, Non-PFML)

- 13.1.1 During a period of military conflict declared by the President or Congress, an employee who is the spouse of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while his/her spouse is on leave from deployment, or before and up to deployment. (This reason for leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take this spousal military leave.) The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide THA with notice of his/her intent to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. The employee may use available accrued leave for any part of this family military leave.

Note: On October 28, 2009, President Obama signed the National Defense Authorization Act for Fiscal Year 2010 into law. The bill includes provisions amending the Family and Medical Leave Act (FMLA) military family leave entitlements, expanding qualifying exigency leave and caregiver leave eligibility.

Qualifying exigency leave will now cover family members of the regular Armed Forces, in addition to current coverage of family members of the Guard or Reserves. It will also cover family members of individuals deployed to a foreign country, removing the current requirement that National Guard or Reserve members be serving "in support of a contingency operation."

Military caregiver leave has also been expanded so it may be used by family

members to care for veterans undergoing treatment, recuperation or therapy for an injury, as long as the veteran was a member of the Armed Forces, National Guard or Reserves within five years of requiring care. The bill also expands military caregiver leave so that employees may use it to care for a covered service member's serious injury or illness incurred because service on active duty aggravated an existing or preexisting injuries. Previously, law only allowed caregiver leave for serious illnesses or injuries incurred on active duty.

13.1.2 Certain emergency service personnel have rights to leave work in connection with their emergency services, including:

- Volunteer Firefighters;
- Reserve officers, and
- Members of the Civil Air Patrol.

For more information about these leave rights, please contact the HR Department.

14.1 Paid Sick Leave

14.1.1 Eligibility

Regular full-time employees accrue paid sick leave at the rate of eight (8) hours per calendar month of continuous employment. Regular part-time employees who are regularly scheduled to work twenty-four (24) or more hours per week accrue paid sick leave on a pro rata basis. Temporary employees are not eligible for paid sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay. During their probationary period, newly hired employees accrue sick leave and are eligible to use their accrued sick leave during their probation. Sick leave accrues during employment without a maximum limit.

14.1.2 Sick Leave Usage

Sick leave is designed to protect against loss of income when a staff member becomes ill or medically disabled, when they have a scheduled medical appointment, or to care for a family member.

Sick leave may be used for any of the following purposes:

- For a mental or physical illness, injury, or health condition or if you need a medical diagnosis or preventative medical care.
- If a family member needs care for a mental or physical illness, injury, or health condition, or needs a medical diagnosis or preventative medical care. Family member means a child, grandchild, grandparent, parent, sibling, or spouse of an employee, and also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.
- If THA or your child's school or place of care has been closed for any health-related reason by order of a public official or after the declaration of an emergency by a local or state government or agency, or by the federal government.

- If you are absent from work for reasons that qualify for leave under the state's Domestic Violence Leave Act (DVLA).
- To prepare for, or participate in, a judicial or administrative immigration proceeding involving yourself or your family member.

Sick leave may be coordinated with certain other leaves (see, e.g., FML policy above). Employees may be required to provide medical or other documentation to verify the appropriate use of sick leave. A doctor's note may be required when an employee is absent for three (3) or more consecutive days, or in other situations as deemed appropriate by THA (e.g., pattern absences on Fridays and/or Mondays). Excessive tardiness or absences (other than approved FMLA leave and/or WA PFML leave) may lead to disciplinary action up to and including termination of employment.

14.1.3 Sick Leave Cash-out

Accrued but unused sick leave will be paid out upon separation from employment according to the *THA Policy HR-50.01 Employment Separation*.