

Staff Handbook – Washington Addendum

Editor's notes:

TITLE: Addendum to Carnegie Mellon's "Staff Handbook: A Human Resources Guide" for staff members based in Washington.

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1. Washington Addendum

This addendum applies to staff members employed by Carnegie Mellon in Washington. Except as noted below, nothing in this Addendum modifies any of the policies set forth in the [University Staff Handbook \[pdf\]](#).

Neither the Staff Handbook nor this Addendum constitutes a direct or implied contract of employment. Carnegie Mellon reserves the right to unilaterally change the terms of the Staff Handbook and this Addendum.

2. Paid Family and Medical Leave

Eligible Washington staff members are entitled to apply for Paid Family and Medical Leave ("PFML") benefits through the PFML program administered by the Washington Employment Security Department.

To be eligible for PFML benefits, a staff member must have worked for an employer in Washington for at least 820 hours in either the first four of the last five completed calendar quarters or the last four completed calendar quarters immediately preceding the application for leave. An eligible staff member may receive PFML benefits for the following amounts of time within a one-year period:

- Family Leave. Up to 12 weeks of leave to:
 - o bond with the staff member's newborn child, newly adopted child, or newly placed foster child within the 12 months following the birth, adoption, or placement of the child;
 - o care for a family member with a serious health condition; or
 - o prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.
- Medical Leave. Up to 12 weeks for the staff member's own serious health condition.
- Combined Family and Medical Leave. Up to 16 weeks of leave for a combination of Medical and Family Leave (with up to an additional two weeks of leave if the staff member experiences a pregnancy-related disability).

Leave during the six-week postnatal period must be allowed as medical leave unless the staff member chooses to use family leave.

A staff member may use paid family leave as bereavement leave during the seven calendar days following the death of a family member for whom they would have qualified for medical or family leave.

For purposes of PFML benefits, a family member is defined as the staff member's child (including step-child, adopted child, foster child, child's spouse, or child to whom the staff member stands in loco parentis, is a legal guardian, or is a de facto guardian), grandchild, grandparent, parent (including parent-in-law, adoptive, de facto, or foster parent, step-parent, or legal guardian), sibling, spouse, or registered domestic partner.

While on PFML leave, staff members will be entitled to partial wage replacement, receiving a portion of their average weekly pay, up to the maximum established by applicable law (\$1,456 per week in 2024). A staff member desiring to take PFML leave must apply to the ESD, which pays the benefits. Staff members may use accrued paid leave to supplement their PFML benefits during PFML leave, but are not required to do so.

The PFML program is funded by premiums paid by both staff members and employers and is administered by the ESD. A small percentage of wages is withheld from each staff member's paycheck and submitted quarterly to the ESD to cover the staff member's portion of the premiums.

Staff members who return from PFML leave will be restored to the same or an equivalent job if they have worked for the university for at least 12 months and worked at least 1,250 hours in the 12 months before taking leave. Staff members should consult with [Leaves](#)

[Management](#) within the Office of Human Resources regarding whether their health insurance will continue during leave.

Medical leave, state family and medical leave, disability, or other leave taken for a condition that also qualifies as a serious health condition under the federal Family and Medical Leave Act (FMLA) will be designated as FMLA leave, except where state law requires otherwise. Specifically, a female staff member who is unable to work due to childbirth or pregnancy may take pregnancy disability leave in addition to any FMLA leave or PFML benefits for which she is eligible.

Carnegie Mellon prohibits discrimination or retaliation against staff members for requesting or taking PFML.

3. Washington Family Care Act

The Washington Family Care Act (“FCA”) allows eligible Washington staff members to take any paid leave offered by Carnegie Mellon to provide treatment or supervision for a child with a health condition, or care for a qualifying family member with a serious or emergency health condition. Leave under the FCA is not available for a staff member’s personal medical condition. It can only be used for a qualifying family member.

Staff members may choose the type of leave from any earned, paid leave benefit provided by the university and earned by the staff member. Staff members should follow Carnegie Mellon’s notice policies for other paid leave contained in the base handbook.

Staff members should contact [Leaves Management](#) within the Office of Human Resources prior to the start of leave.

4. Paid Time Off

When a staff member terminates full-time employment with Carnegie Mellon, in most cases he or she will be paid for earned but unused PTO days, up to a maximum of the annual entitlement for that employment year. If at termination the PTO days taken by the Washington staff member exceed the number of PTO days earned, including carryover PTO days, payment for the unearned days will be deducted from the staff member's final paycheck, in accordance with the oral or written agreement the Washington staff member signed at the beginning of their employment with the university.

5. Domestic Violence Leave

All Washington staff members are eligible for Domestic Violence Leave if: (a) the staff member is a victim of domestic violence, sexual assault, or stalking, or (b) a family member of the staff member is a victim of domestic violence, sexual assault, or stalking. For purposes of this section, a family member means any person related to the staff member as a child, spouse or state-registered domestic partner, parent, parent-in-law, grandparent, or a person the staff member is dating. Such eligible staff members may take reasonable, unpaid leave from work to seek or obtain:

- Legal or law enforcement assistance for the staff member or a family member related to or because of domestic violence, sexual assault, or stalking.
- Medical treatment for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a family member.
- Social services assistance from a domestic violence shelter, rape crisis center, or other social services program that provides relief from domestic violence, sexual assault, or stalking, or to assist a family member in obtaining such assistance.
- Mental health counseling for the staff member or a family member who was a victim of domestic violence, sexual assault, or stalking.
- Safety planning activities to temporarily or permanently relocate or otherwise improve the staff member's or a family member's safety from domestic violence, sexual assault, or stalking.

Except in cases of emergency or unforeseen circumstances, a staff member seeking leave from work under this section must give the university advance notice of the need for such leave by contacting [Leaves Management](#) within the Office of Human Resources. When advance notice cannot be given because of an emergency or unforeseen circumstances, the staff member or a designee must give notice no later than the end of the first day of leave. The university may require verification for this leave by requesting the staff member provide documentation of the domestic or sexual violence, such as a police report or court order.

6. Jury Duty Leave

The following is added as paragraph three to Volume III, Article 14. Jury Duty

Any Washington staff member not covered by the first paragraph of the Jury Duty policy in the base handbook may take a sufficient leave of unpaid absence when summoned to jury duty in Washington to complete their service as a juror.

7. Leave for Spouses of Deployed Military Personnel

Washington staff members may take leave during periods of military conflict declared by the U.S. President or Congress when their spouse either has been notified of an impending call to active duty but has not yet been deployed or is on leave from deployment.

Washington staff members may take up to 15 days for each deployment. Staff members must provide notice of their intention to take leave within five business days of receiving official notice of a spouse's impending call or order to active duty or a leave from deployment.

8. Pregnancy Disability Leave

Notwithstanding Carnegie Mellon's [Pregnancy Support and Accommodations policy \[pdf\]](#) and Disability Leave of Absence policy in the base handbook, the university provides all Washington staff members who are sick or temporarily disabled due to pregnancy or childbirth with unpaid leave for a reasonable duration based on the staff member's individual circumstances. Pregnant staff members seeking to take pregnancy leave under this policy should maintain contact with [Leaves Management](#) within the Office of Human Resources about the staff member's expected date of returning to work. Staff members who have taken leave only for the actual period of disability relating to pregnancy or childbirth are entitled to restoration to the same job or a similar job of at least the same pay. Participation in the benefit plans in which you are enrolled and your eligibility for tuition benefits continues during Pregnancy Disability Leave.

9. Affirmative Action & Equal Employment Opportunity

The following is added to Volume I, Article 2. Affirmative Action, bullet point 2

Notwithstanding Carnegie Mellon's Affirmative Action & Equal Employment Opportunity policy in the base handbook, the university is also committed to prohibiting discrimination on the basis of marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with disability.

10. Workers' Compensation

The following replaces Volume III, Article 9. Workers' Compensation

All Washington staff members are covered by Workers' Compensation insurance in the event of an injury or illness determined to be work related.

Staff members who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible staff member sustaining a covered injury to qualify for benefits, if applicable, as quickly as possible.

Additional detailed information is available at the [Human Resources website](#).

11. Paid Sick Leave

Part-time Washington staff members who are not eligible for PTO will receive one hour of paid sick leave for every 40 hours worked. On January 1 of each year, part-time staff members will receive their annual allotment of paid sick leave. Up to 40 hours of accrued unused paid sick leave may be carried over from year to year. The accrual cap, or maximum amount of unused paid sick leave an employee can accrue in total, is 80 hours. Part-time staff members hired after January 1 of each year, will receive their annual allotment of paid sick leave on their first day of employment. However, paid sick leave cannot be used until they have worked for at least 90 days. Paid sick leave may be used in hourly increments.

Washington staff members can take paid sick leave to accommodate their need for health care for themselves or that of a family member, for injury, illness, or preventive care, or when the university or the staff member's child's school is ordered closed for public health reasons, or for qualified absences under the domestic violence leave act.

Staff members not eligible for PTO who work within the city of Seattle will receive 1 hour of paid sick leave for every 30 hours worked. Additionally, up to 108 hours of accrued unused paid sick leave may be carried over from year to year.

Where the need for time off is foreseeable, paid sick leave must be scheduled in advance and is subject to supervisor's approval. Where the need for time off is unforeseeable (e.g., illness, emergency, etc.), the staff member must notify their supervisor of the need for leave as soon as practicable.

When a staff member transfers from a part-time position to a full-time position, any earned but unused paid sick leave will be converted to PTO.