



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
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STATE HUMAN RESOURCES

HR DIRECTIVE 23-02
Effective: August 24, 2023

Authorized: 

WHO: All state agencies and higher education institutions

WHAT: Paid leave in response to [EMERGENCY PROCLAMATION 23-05](#) - 2023 Wildfires

PURPOSE:

The purpose of this Directive and related emergency rulemaking is to allow all state agencies and higher education institutions the ability to grant leave with pay to support employees impacted during the declared state of emergency due to the wildfires in Washington State as referenced in proclamation 23-05.

DETERMINATION OF THE DIRECTOR:

In accordance with emergency rules filed by the Office of Financial Management with the Office of the Code Reviser, WSR 23-18-011, effective August 24, 2023, employers may grant leave with pay, up to three (3) days, to employees who are experiencing extraordinary or severe impacts, such as displacement from their homes temporarily or permanently through evacuation or significant damage or loss. Employers may require verification of the reason for leave with pay use. General Government agencies should use the HRMS miscellaneous leave code 9045 for this purpose.

Agencies and higher education institutions may temporarily provide leave with pay as described above to impacted employees until the [Governor's Emergency Proclamation 23-05](#) has been rescinded or the emergency rule expires or is repealed, whichever occurs first.

Other Options for Supporting Impacted Employees:

The Emergency Proclamation, 23-05, issued by the Governor directs state agencies and departments to utilize state resources to respond to the emergency. Therefore, in addition to the above option for agencies and higher education institutions to provide employees up to three (3) days of leave with pay for those experiencing severe or extraordinary impacts, agencies and higher education institutions may use other options to support all employees who are impacted by the wildfires. Agencies and institutions should fully explore all options, which may include, but are not limited to:

- Schedule flexibility, including split schedules
- Work location flexibility, including agency/institution leadership reaching out to other agency/institutions regarding workspace availability
- Allow employees to use all available leave types, including compensatory or exchange time, if applicable

- Allow employees to use leave due to childcare emergency, if applicable
- Allow temporary part-time options
- Allow shared leave if the employee qualifies based on a severe or extraordinary health condition and otherwise meets the criteria in RCW **41.04.665**
- Provide required notices to employees that experience medical conditions that qualify for Paid Family Medical Leave Act (PFMLA)/Family Medical Leave Act (FMLA), or reasonable accommodation, if applicable, under chapter 49.60 RCW and the federal Americans with Disabilities Act

Other Options for Organizations Experiencing Operational Impacts:

Employers should consult their suspended operations provisions to determine next steps in circumstances where a work location has become non-operational.

NEXT STEPS:

The Office of Financial Management may modify this Directive to ensure it remains non-disruptive to the operations of government and continues to advance public health, safety, and welfare. This Directive shall be reviewed no later than (30) days from its issuance.

STATE HR CONTACT:

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