



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
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STATE HUMAN RESOURCES

HR DIRECTIVE 25-03
Effective: December 19, 2025

Authorized: 

WHO: All state agencies and higher education institutions

WHAT: Paid leave in response to [EMERGENCY PROCLAMATION 25-07](#) -
2025 Winter Weather

PURPOSE

The purpose of this Directive and related emergency rulemaking is to allow all state agencies and higher education institutions (employers) the ability to grant leave with pay to support non-represented employees who are impacted by the declared state of emergency due to the significant atmospheric river and extreme winter weather event that began December 2, 2025, in Washington state, as referenced in the governor's Emergency Proclamation 25-07, or any amendment thereto. This directive applies to non-represented classified employees and non-represented exempt employees.

DETERMINATION OF THE DIRECTOR

Emergency Proclamation 25-07, or any amendment thereto, directs state agencies and departments to utilize state resources to respond to and recover from the extreme weather event. In response, emergency rules were filed by the Office of Financial Management with the Office of the Code Reviser, WSR 26-01-161, effective December 19, 2025. Employers may grant leave with pay, up to 24 hours, to non-represented employees who are experiencing extraordinary or severe impacts, such as displacement from their homes temporarily or permanently through evacuation, or significant damage or loss. If hours of leave with pay are approved, an employee is not required to use them consecutively, and the leave does not need to be taken in full-day increments. Employers may temporarily provide leave with pay to impacted employees until Emergency Proclamation 25-07, or any amendment thereto, has been rescinded; or the emergency rule expires or is repealed, whichever occurs first.

Employers may require verification of the reason for leave with pay. State agencies should use the HRMS miscellaneous leave code 9045 for this purpose.

Supporting Impacted Employees

Employers should fully explore all options for supporting impacted employees, which may include, but are not limited to:

- Schedule flexibility, including split schedules
- Work location flexibility, including agency/institution leadership reaching out to other agencies/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 who experience medical conditions that qualify for Paid Family Medical Leave Act /Family Medical Leave Act, or reasonable accommodation, if applicable, under chapter 49.60 RCW and the federal Americans with Disabilities Act

Supporting Employees Responding to the Emergency (Volunteers)

Employers should fully explore all options for supporting employees responding to the emergency (volunteers), which may include, but are not limited to:

- Allow shared leave for an employee to volunteer if the employee has needed skills to assist in responding to the emergency or its aftermath and otherwise meets the criteria outlined in RCW 41.04.665
- Allow a non-represented employee to take leave with pay to perform civil duties as a volunteer, including, but not limited to, firefighting, search and rescue efforts, or donating blood, in accordance with WAC 357-31-326

Options for Employers 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.

STATE HR CONTACT

State HR Rules

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