



Paid Family and Medical Leave

Statement of Employee Rights

You may qualify for Paid Family and Medical Leave

As of Jan. 1, 2020, Washington employees who have worked 820 hours or more in the qualifying period and experience(d) a qualifying event have access to Paid Family and Medical Leave.

Employees who have missed work due to family or medical reasons may be eligible for paid family or medical leave for the following qualifications:

- Care for and bond with a child younger than 18 following birth or placement
- Care for yourself or a family member experiencing a serious health condition
- Certain military-connected events.

Paid Family and Medical Leave requires that you give your employer(s) written notice at least 30 days in advance of when you plan to take leave. However, if the reason you need leave was not foreseeable, you may notify your employer(s) as soon as possible.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at www.paidleave.wa.gov/benefit-guide.

For more information about how to apply, contact us at 833-717-2273 or visit www.paidleave.wa.gov.

Important information for when you apply Employer UBI #: 600430956

This employer offers supplemental benefits: Y N X

Note: Except during the waiting week, employees cannot use employer provided paid time off at the same time as Paid Family and Medical Leave, unless the employer chooses to offer a “supplemental benefit.” Supplemental benefits can be used along with Paid Family and Medical Leave to provide additional pay while an employee receives partial wage replacement through Paid Leave benefits. Employees may accept or reject supplemental benefit payments.

Note: FMLA will run concurrent with your approved State Paid Family Medical Leave if it is FMLA qualifying .

Notifying your employer(s) about taking leave

If you know you will be applying for Paid Family and Medical Leave, you must provide written notice to your employer(s) at least 30 days in advance. If the reason you need leave was not foreseeable, notify your employer(s) as soon as possible. You do not have to provide details about why you are taking Paid Family and Medical Leave.

Examples that count as written notice:

- Letter (typed or handwritten)
- Email
- Text message

When you apply for benefits, Paid Family and Medical Leave will send a notice to your employer(s) that lists the type of leave you're applying for (medical or family), the dates you expect to be on leave and the date you gave your employer(s) notice of your plan to take leave.

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What to include in your notice to your employer(s)

- Date of notice
- Type of leave you will be taking: family leave, medical leave or a combination of both.
- Your anticipated start and end date of your leave or the expected duration of leave, if available.

Please keep a copy for your records.

Sample notice to your employer(s):

[DATE YOU GIVE NOTICE]

Dear [EMPLOYER NAME],

This is to notify you that I plan to take (TYPE OF LEAVE: MEDICAL LEAVE/ FAMILY LEAVE/ COMBINATION OF BOTH) starting (DATE) .

I expect to be gone for (NUMBER OF DAYS/WEEKS) and hope to return (DATE) .

[Add additional details (such as the days you will be out, etc.)]