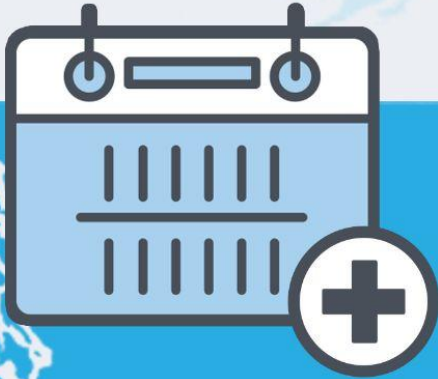




# Employer Pass

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# WASHINGTON

> PAID FAMILY &  
MEDICAL LEAVE

# Washington Paid Family and Medical Leave (PFML) Policies

Below are sample PFML policies for Washington State employers. Included are policies for both medical and parental leave. While both policies are covered by the same law, there are key differences to note, depending on the type of leave being taken. These samples are written in accordance with Washington Paid Family and Medical Leave, effective October 19, 2017.

Select one of the below policies to view below:

- [Washington Medical Leave](#)
- [Washington Parental Leave](#)

**Note:** Employers may choose to combine the below policies into one, but it is important that the differences between medical and family leave are noted to avoid confusion.

## Washington Medical Leave Policy (Paid Family and Medical Leave)

Company provides paid medical leave in accordance with Washington Paid Family Medical Leave Law.

### Eligibility

All employees who have worked for at least 820 hours in the state of Washington during the qualifying period.

*The qualifying period is defined as “the first four of the last five completed calendar quarters or, if that does not get you to the required 820 hours, the last four completed calendar quarters immediately preceding the application for leave”.*

Once an employee qualifies, they must experience a medical qualifying event (listed in the section below) in order to take paid medical leave under Washington PFML Law.

**Note:** Federal employees, self-employed people, employees of businesses located on tribal land, employees covered by certain collective bargaining agreements, union members who have collective bargaining agreements that haven't been reopened or renegotiated, or have expired since October 19, 2017, may not be eligible for Paid Family and Medical Leave.

### Access & Usage

Eligible employees can take paid medical leave under Washington PFML Law if they experience a medical qualifying event, in order to care for their own serious health conditions.

These medical qualifying events include:

- Major surgery
- Pregnancy and related concerns
- Treatment for a chronic health condition
- Inpatient treatment for substance abuse or mental health

Leave may be taken all at once or a little at a time, however, leave must be taken in no less than 8-hour increments. Once an employee applies for leave and is approved, they have 12 months from the application date to use it. There is no carryover.

Employees may apply for leave through the state website. If approved and leave is foreseeable, the employee must provide at least 30 days' written notice in advance before taking leave. The employee must give written notice as soon as they are able if leave is unforeseeable.

**Note:** *Emails and text messages do count as written notice.*

### Leave Amounts and Duration

Employees who take paid medical leave under Washington PFML Law are eligible for up to 12 weeks of paid leave per year. The exact amount of paid leave an employee is eligible for must be determined by their medical provider.

**Note:** *If an employee has more than one medical qualifying event in a single calendar year, they may be eligible for up to 16 weeks. Employees may also be eligible for up to 18 weeks of paid leave if the qualifying event is related to a condition in pregnancy or birth that results in incapacity.*

### Leave Compensation

Employees taking benefits under Washington PFML Law will receive compensation of up to 90% of their weekly pay. This exact amount is determined by the state once an employee applies and is approved for PFML leave.

## Washington Parental and Family Leave Policy (Paid Family and Medical Leave)

Company provides paid parental and family leave in accordance with Washington Paid Family Medical Leave.

### Eligibility

All employees who have worked for at least 820 hours in the state of Washington during the qualifying period.

**Note:** *The qualifying period is defined as “the first four of the last five completed calendar quarters or, if that does not get you to the required 820 hours, the last four completed calendar quarters immediately preceding the application for leave”.*

**Note:** *Federal employees, self-employed people, employees of businesses located on tribal land, employees covered by certain collective bargaining agreements, union members who have collective bargaining agreements that haven’t been reopened or renegotiated, or have expired since October 19, 2017, may not be eligible for Paid Family and Medical Leave.*

### Access & Usage

Eligible employees can take paid parental or family leave under Washington PFML Law in order to care for the serious health condition of a family member, or to take time to bond with a new baby or child. Leave can also be taken when a family member is being deployed or returning from military deployment. These are considered family qualifying events.

The definition of “family member” covers:

- Spouses and domestic partners
- Children (biological, adopted, foster or stepchild)
- Parents and legal guardians (or spouse’s parents)
- Siblings
- Grandchildren
- Grandparents (or spouse’s grandparents)
- Son-in-law and / or daughter-in-law
- Someone who has an expectation to rely on the employee for care

Leave may be taken all at once or a little at a time, however, leave must be taken in no less than 8-hour increments. Once an employee applies for leave and is approved, they have 12 months from the application date to use it. There is no carryover.

Employees may apply for leave through the state website. If approved and leave is foreseeable, the employee must provide at least 30 days' written notice in advance before taking leave. The employee must give written notice as soon as they are able if leave is unforeseeable.

**Note:** *Emails and text messages do count as written notice.*

## Leave Amounts and Duration

Employees who take paid parental or family leave under Washington PFML Law are eligible for up to 12 weeks of paid leave per year. If leave is being taken to care for the serious health condition of a family member, the exact amount of paid leave an employee is eligible for must be determined by their medical provider. If leave is being taken to bond with a new baby or child, the employee is entitled to 12 weeks of paid parental leave.

**Note:** *If an employee has more than one family qualifying event in a single calendar year, they may be eligible for up to 16 weeks. Employees may also be eligible for up to 18 weeks of paid leave if the family qualifying event is related to a condition in pregnancy or birth that results in incapacity.*

## Leave Compensation

Employees taking benefits under Washington PFML Law will receive compensation of up to 90% of their weekly pay. This exact amount is determined by the state once an employee applies and is approved for PFML leave.



*This content is provided as a sample and may not be suitable for all situations. This should NOT be considered legal advice or legal opinion. If you use this policy (either "as is" or by modifying it in its original state), you are legally responsible and liable for its contents. Note that you should always consult experienced counsel for legal advice.*