



Parents' Guide

to Paid Family and Medical Leave

Paid time off when you need it most.

What you need to know

Am I eligible?

Paid Family and Medical Leave is available to almost everyone working in Washington. To be eligible you:

1. Have worked 820 hours (about 16 hours a week) in Washington during the qualifying period, which is about the last year.
2. Experienced a qualifying event.

Full-time, part-time, temporary and seasonal work counts. The benefit is also portable between jobs, so if you work more than one job or switch employers all the reportable hours you work in Washington count toward eligibility.

How much time do I get?

- All parents can receive up to 12 weeks of family leave for bonding in the first year after your child's birth or placement.
- If you give birth, you can be eligible for up to 16 weeks of combined medical and family leave. This requires two applications.
- If you experience a condition in pregnancy that results in incapacity, like being put on bed rest, you may be eligible for an additional two weeks of medical leave. This would give you up to 18 weeks of combined medical and family leave if you submit both applications.

What benefit do I receive?

You may receive up to 90 percent of your average weekly wage, depending on your income. The amount is capped at \$1,206 per week for 2021. A benefit estimator is available at paidleave.wa.gov/estimate-your-weekly-pay.

How do I apply?

You can apply online (paidleave.wa.gov/apply-now) or with a paper application.

When should I apply?

Submit your application after your qualifying event has taken place, for example, after you've given birth.

- You can complete most of the application process ahead of time. This includes creating an online account, getting your documentation ready and your medical certification signed, and filling in most of the application.
- You'll also need to notify your employer at least 30 days in advance if you know about the need that far ahead of time. If a birth came early or you developed a pregnancy complication, notify your employer(s) as soon as you are able.

You will need separate applications for medical leave and family leave events, like if you are taking medical leave to recover from giving birth and then take family leave to bond with your baby. You should apply for medical leave first, then apply for family leave once your medical leave ends.

Do I have to use other leave, like vacation or sick time, before I use Paid Family and Medical Leave?

No. Your employer can't make you use paid or unpaid time off before you use Paid Family and Medical Leave. Taking Paid Family and Medical Leave is your choice.

Qualifying events

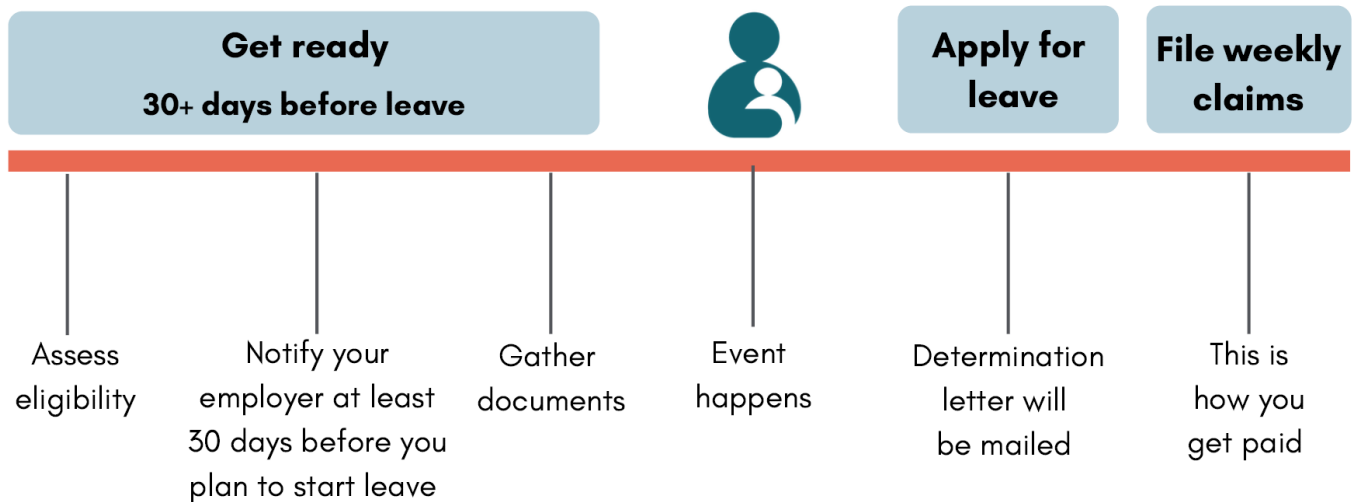
Family leave

- Bonding with a new child coming into your family through birth, adoption or foster placement.
- Caring for a family member with a serious health condition or injury.
- Certain events for military families.

Medical leave (for yourself)

- Recovery from your own serious health condition or injury

Application process



Get ready to apply

Assess eligibility.

- Use the questionnaire on page 7.
- Go to our website to take a short quiz (paidleave.wa.gov/quiz).

Apply for leave after your child is born or placed.

Give written notice to your employer at least 30 days before you

plan to start your leave. If your leave was not foreseeable, provide written notice as soon as you are able. You can give notice in various ways, including text or email. You can also download a template notification at paidleave.wa.gov/get-ready-to-apply. You may also want to keep a copy of the notification you give your employer for your records.

Get your documents ready

- **Proof of ID**, such as:
 - Driver's license,
 - Passport or
 - Utility and phone bills (a complete list of documents is at paidleave.wa.gov/get-ready-to-apply).

The documentation or form you'll need depends on the type of leave you're applying for:

- **Medical leave related to pregnancy or childbirth:**
 - Medical certification signed by a healthcare provider:
 - Certification of a Serious Health Condition form,
 - FMLA paperwork, or
 - Other documentation that meets the requirements.
 - It may take two weeks or more for your doctor's office to process this paperwork, so send it to them as soon as possible.
- **Family leave to bond with a child who was born into your family:**
 - Both parents can use our Certification of Birth form.

www.paidleave.wa.gov

- If you give birth to a child and apply for medical leave before bonding leave, you can use the Certification of Serious Health Condition form for both applications if the form reflects your child's actual date of birth (not due date).
- **Family leave to bond with a child who was adopted or placed in your family:**
 - Court documents to show foster care, adoption or guardianship placement, or
 - Other documentation that establishes the child's placement date, like a letter from an assigned social worker or agency.

Video tutorials and instructions are posted to paidleave.wa.gov/technical-support.

Apply for leave

Create your account(s)

- Go to paidleave.wa.gov/log-in. Click on the "Worker log in" button. This will take you to the state's log-in service, SecureAccess Washington. Use an existing SAW login or create a new one. (Not sure if you have a SAW login? Click the "Get Help" button on the SAW homepage to find out.)
- In SAW you'll add Paid Family and Medical Leave to your services by:
 - Selecting "Browse a list of services"
 - In the list of services find "Employment Security Department" and click it
 - Click the "Apply" button next to Paid Family and Medical Leave
- You will then create a Paid Family and Medical Leave account.

Fill in the application(s)

- You'll provide basic information and verify your employment history.
- A paper application is available if you do not have a Social Security Number.
- Be sure to upload your proof of ID document(s) and Certification of Serious Health Condition or Certification of Birth form, if applicable, to complete the application.
- Your employer will also be notified by mail when you apply. They will have 18 days to contest your application if they feel you are not eligible for the program.
- **If you are pregnant and plan to take both medical and family leave,** you will fill out two applications.
 - The first application is for medical leave. Upload a Certification of a Serious Health Condition form with your application.
 - Once you receive a determination, you can submit a family (bonding) leave application in your same Paid Leave account. You will need to provide a proof of birth form or documentation from the hospital that shows your child's date of birth.
- **If you are only taking bonding leave,** fill out your application for family leave.

Upload documents

- Proof of identification documents
- [Certification of a Serious Health Condition](#) (if applicable)
- [Certification of Birth form](#) (if applicable)
- Documentation for placement (if applicable)

What is in the application?

- Basic information about yourself (full name, date of birth, address, contact information, Social Security Number. If you do not have a Social Security Number, you may fill out a paper application or call our Customer Care Team for more information).
- Verification of your employment history.
- The date you notified your employer about your leave.
- What type of leave you're taking (family or medical).

Important tip!

Double-check your name and your SSN before finalizing your account creation.

Get your determination

- Submit your application and the necessary documents.
- We will review your application and may contact you if we have questions.
- Once we make a decision, we will mail you a determination letter at the mailing address you gave us.
 - This letter will tell you your maximum weekly benefit amount and confirm the dates of your approved leave and claim year.

Can't apply online? You can also apply on paper via postal mail. Request an application from our Customer Care Team.

WEEKLY CLAIMS AND PAYMENTS

Weekly claims

- Weekly claims are how you receive your payments.
- Once we approve your application, you can begin filing weekly claims.
- You can file claims for weeks you were on leave after your qualifying event occurred but before we approved your application.
- You also may be able to backdate your claim because you were unable to file for Paid Family and Medical Leave right after your event occurred.
- The minimum claim for each week is eight consecutive hours. That's one day for full-time employees but might be more than one day if you work part-time.
- You can file weekly claims in your Paid Leave account or by calling us.
 - You may go up to four weeks without filing and receive those payments retroactively.
 - If you go four weeks without filing, your claim will become inactive and you'll have to take additional steps to restart your claim.
- Each week, we will ask you if anything has changed about the length of leave or your qualifying event, and if you worked or received paid time off from your employer during the past week.
- You cannot collect Unemployment Insurance or workers' compensation benefits at the same time as Paid Family and Medical Leave.

Providing complete and accurate information will help us process your application and weekly claims faster.

Payments

- If you use paid time off at the same time as Paid Family and Medical Leave your benefit payment will be affected. However, your employer may choose to offer additional pay to you while you are using Paid Family and Medical Leave – this is called a "supplemental benefit." Not all paid time off is a supplemental benefit, so you need to check with your employer if this is available to you. It is your employer's choice to offer a supplemental benefit, and your choice to take it if it is available.
 - If you worked or received other benefits, like employer-provided paid time off that is not designated as a supplemental benefit, your payment will be reduced that week.
- If you apply online, you can choose to be paid via direct deposit or a prepaid debit card. If you apply on paper, you can only receive a prepaid debit card at this time.

Visit paidleave.wa.gov/after-you-apply for more information and tips on what to expect after you apply.

More to know

All parents are eligible! Moms, dads, non-birth parents and guardians are eligible for paid family leave to bond with a child coming into their home through birth, adoption or foster placement within the first year after birth or placement. Each parent is entitled to their 12 weeks of bonding leave, even if they work for the same employer.

Parents and guardians do not have to take leave at the same time, and leave does not need to be taken all at once. For example, one parent may want to take four weeks off right after their child is born, and then use the remaining eight weeks after the parent who gave birth returns to work.

You can take parental leave anytime in the first year after a child's birth, adoption or placement. Are you a foster or adoptive parent to an older kid? Bonding leave applies to placement or adoption of any children under the age of 18.

If you are giving birth, you will likely fill out two applications. The first application is for medical leave and the second application is for family (bonding) leave. You will be able to fill out the second application in your Paid Leave account after you have received a determination on your first application. You will need to provide proof of birth documentation (such as our [Certification of Birth form](#), a copy of your child's birth certificate or documentation from the hospital showing your child's date of birth) with your family leave application for bonding.

You may be eligible for job protection. If you work for a company that employs more than 50 people in Washington, you have worked there for at least a year and for a total of 1,250 hours in the past year for that employer (about 24 hours per week), you are likely eligible for job protection.

Using this program is your choice. It is yours – you earned it. While you are welcome to use other leave options you may have before or after you take Paid Family and Medical Leave, your employer cannot require you to use other leave options before Paid Family and Medical Leave.

Check with your employer if they offer a "supplemental benefit." You cannot use employer provided paid time off at the same time as Paid Family and Medical Leave, unless your employer offers what is called "a supplemental benefit." Supplemental benefits are something an employer may choose to offer that can be used along with Paid Family and Medical Leave to provide additional pay while you are receiving the benefit. Ask your employer if this option is available to you.

This is not the same as paid sick leave. Paid sick days are for short-term health conditions that keep you from working, typically for less than a week. For more information on paid sick leave, visit www.lni.wa.gov/workers-rights/leave/paid-sick-leave

Find frequently asked questions and more information at paidleave.wa.gov and in our Benefit Guide (<http://www.paidleave.wa.gov/benefit-guide>).

**It's yours –
you've earned it.**

Should you apply? Answer these questions

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Did you work at least 820 hours (about 16 hours a week) in the last year in Washington state? (The 820 hours can be for one job or multiple jobs) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Have you experienced a "qualifying event"? Events include: <ul style="list-style-type: none">• Welcoming a new child into your family through birth, adoption or foster placement;• Your own serious health condition or illness, like recovering from surgery or a serious injury;• Caring for a seriously ill or injured family member;• A qualifying military family leave event. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | None of these conditions apply to me: <ul style="list-style-type: none">• Solely employed by the federal government• Working for an employer with an approved voluntary plan (if you are unsure, ask your employer)• Covered by a collective bargaining agreement that hasn't expired, been opened or renegotiated since October 19, 2017• Self-employed and have not opted in to Paid Family and Medical Leave• Solely employed by a federally recognized tribe that has not opted in to Paid Family and Medical Leave |

If you answered "Yes" to each of these, you likely will qualify for the program.

Change log:

January 2020

- Updated information about weekly claims (p 6)
- Updated information around January 2020 applications

March 2020

- Updated information about hardship policy (p 6)

May 2020

- Updated information about the Certification of Birth form (p 3, 4)

June 2021

- Updated maximum benefit amount (p 2)
- Removed information about Events in 2019 and Hardships (p 6)