



Certification for Parental Leave

Family Medical Leave (FMLA) / Paid Family Medical Leave (PFML)

Human Resources Department

Parental Leave (Bonding) Care of a Newborn / Placement of a Child due to Adoption/ Foster Care

Purpose of Form: The below-named employee has requested a leave of absence to care for a newborn/ placement of a child which qualifies under FML/PFML. This certification form will provide Kitsap County with information regarding the request for leave under FML/PFML.

Care for Spouse: If care of your spouse is needed prior to delivery, FMLA medical certification is required.

Instructions to Employee: Please complete and submit this form for Parental Leave under FML/PFML to Human Resources. Failure to provide a complete and sufficient notice within the 15 calendar days from your request for this information may result in a denial of your FML request.

This form may be returned to Kitsap County Human Resources Department in person, by mail, or by fax
| Email: humanresources@co.kitsap.wa.us | Fax: (360) 337-7187 |

To be Completed by the Employee :

Employee's Name: _____ Employee Number: _____

Relationship to Child: _____

Leave Request Start Date: _____ Return Date: _____

If **Intermittent Leave** is being requested, identify your intentions for absences:

NOTE: Intermittent leave may be approved by your department

Employee signature: _____ Date signed: _____

If you choose to utilize the Washington Paid Family Leave program, applications will be submitted to the State.

www.paidleave.wa.gov



KITSAP COUNTY HUMAN RESOURCES

Expecting Parent Leave Overview

Congratulations! The purpose of this guide is to explain elements of your upcoming leave with respect to the State and Federal laws and how Kitsap County codes your leave.

Family Medical Leave

You are entitled to twelve (12) weeks of unpaid Family Medical Leave (FMLA). If care of your spouse is needed prior to delivery, medical certification is required. If this is applicable, please retrieve an FMLA packet at [Protected Leaves \(kitsapgov.com\)](http://Protected Leaves (kitsapgov.com)) or through Human Resources. If leave is not anticipated prior to the date of delivery, no medical certification is required for use of FMLA under bonding/parental leave. You will be required to submit the **Certification for Parental Leave** form (*page 3*) and submit to Human Resources.

During your FMLA absence, you will continue to accrue sick and vacation leave, provided you are in a paid status with the County.

Paid Family Medical Leave

Washington Paid Family and Medical Leave (PFML) is a statewide insurance program that allows employees the opportunity to receive partial wage replacement for bonding with a new child, without using accrued County leave. Employees are eligible if they worked a minimum of 820 hours in Washington State within the last year. Eligible employees are entitled to up to 12 weeks of family leave to care for a baby/bonding with a new child.

Kitsap County does not allow an employee to supplement PFML with their paid County accruals in order to achieve 100% salary replacement. You may however, use your paid County accruals intermittently with PFML. This method can allow your benefit deductions to continue through the County and continue your monthly accruals of time.

Eligibility and compensation are determined by the Washington State Employment Security department. For more information, visit www.paidleave.wa.gov.

Communication

Please notify your supervisor in regard to your anticipated leave. Keep in mind that bonding/parental leave can be used intermittently up to twelve (12) months from the date of birth, however it may require department approval. For additional information regarding your leave rights, please refer to the County's FMLA and PFML leave policy in the Personnel Manual.



KITSAP COUNTY HUMAN RESOURCES

Benefits

In respect to your anticipated absence, you should work with your timekeeper to determine your estimated leave balances. Should you go into a Leave Without Pay status (LWOP), the County is responsible for paying its portion of insurance premiums for coverage under FMLA/PFML. You will be responsible for submitting payment for your portion of the premium.

Following the birth of your child, you have sixty (60) days from the date of birth to add your baby to your insurance plans. You can add your child to your insurance plans via Workday. A birth certificate will be required, once available. If applicable, premium adjustments should occur on the following paycheck. Premium rates will increase the first of the month following the date of birth. Rate sheets are available for viewing at www.kitsapgov.com/hr/benefits/employeebenefits.htm.

If you have any questions, please feel free to contact Benefits Specialist Rikki Christensen via email or phone rrchristensen@co.kitsap.wa.us or 360.499.8844.