



WA State Paid Family and Medical Leave (PFML)

Statement of Employee Rights

You may qualify for WA State Paid Family and Medical Leave (PFML)

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, adoption or foster placement
- Care for yourself
- Care for a family member, or someone who has an expectation to rely on you for care, whether you live together or not who is experiencing a serious health condition
- Certain military-connected events

Paid Family and Medical Leave requires that you give Kitsap County Human Resources 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.

Contact Washington Paid Family & Medical Leave at 833-717-2273 or visit www.paidleave.wa.gov.

Important information for when you apply

- Employer UBI #: **91-6001348**
- Kitsap County will display under Employers as **"Kitsap County Auditors"**
- 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. Kitsap County **does not** allow an employee to supplement PFML with their paid County accruals in order to achieve 100% salary replacement.

Contact Kitsap County HR: kitsapbenefits@kitsap.gov or 360.337.7185

Please reach out to Human Resources as soon as possible to ensure proper scheduling, paperwork submission and management of ongoing benefits and accruals.

PLEASE NOTE | This document contains important details about your rights, responsibilities, job protection limits, and benefit coordination under FMLA and WA State PFML. It is essential that you read the entire document carefully, as it outlines terms that apply to your leave and may affect your employment status.

PFML Notice to Employees & Frequently Asked Questions

Department of Human Resources



Introduction

Paid Family and Medical Leave (PFML) is a benefit administered by the Washington State Employment Security Department (ESD). Because this is a benefit through the State of Washington, PFML applications and questions should be directed to ESD.

Email: paidleave@esd.wa.gov Phone: 833-717-2273 Web: www.paidleave.wa.gov

What is Washington Paid Family & Medical Leave?

The Washington Paid Family and Medical Leave provides three main components:

- **Paid Compensation with Partial Wage Replacement** | Eligibility reached after 820 hours worked with employment of any qualified Washington employer over a 12-month period.
- **Job Protection** | Eligibility of job protection is 180 days of consecutive employment with Kitsap County.
- **Health Insurance Continuation** | Kitsap County will maintain your existing health insurance during any PFML period in which you have job protection. You remain responsible for your normal employee-share premiums.

What type of leave does PFML provide?

Medical Leave:

- Medical leave for yourself- for recovery or treatment of your own serious health condition or injury.
- Prenatal leave- for prenatal care during your pregnancy, including complications.
- Postnatal complications- recovering from childbirth complications.

Family Leave:

- Leave to care for a family member who has a serious health condition or injury.
- Bonding after the birth of your child.
- Bonding after the adoption of your child or after placement of your foster child.
- Military exigency – leave related to a family member's military deployment.

What is the maximum possible PFML benefit?

Up to 12 weeks of:

Medical leave to recover from or get treatment for a serious health condition

-or-

Family leave to take care of a qualifying family member who is ill or injured with a "serious health condition" or to bond with a new child or for certain military events.

Up to 16 weeks of:

Combined Medical and Family leave if you have events covered by both in the same claim year. Any medical leave designated as the "postnatal period" is included in the total amount of leave available to you.

Up to 18 weeks of:

Combined Medical and Family leave if you experience a complication related to pregnancy or birth. Any Medical leave designated as the "postnatal period" is included in the total amount of leave available to you.

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How much notice is an employee required to provide to their employer if they want to take PFML?

ESD requires that the employee provide the employer (kitsapbenefits@kitsap.gov) with at least 30 days' advance written notice of their intent to take PFML, if foreseeable. If unforeseeable, an employee must provide notice as soon as practicable.

The employee's notice must contain at least the anticipated timing and duration of the leave. If an employee could have given at least 30 days' notice and chose not to do so, ESD may temporarily deny or delay benefits.

What forms am I required to provide to Human Resources?

Once an employee provides Human Resources notice of their intent to apply for WA State PFML, they shall provide Human Resources with the following:

- Proof of application
- Approval notice from ESD
- State granted claim details: dates of approval and PFML hours allotment

Information provided to Kitsap County ensures we can accurately coordinate your protected leave and benefits to determine all eligible protections and laws available to the employee.

Am I required to use other protected leave, such as Family Medical Leave Act (FMLA)?

Yes, the rules and processes for other protected leaves have not changed. If you are eligible for another protected leave in addition to PFML, the county will designate the time off as such and run the leaves concurrently. For example, if you are on PFML for your own serious health condition and you are also eligible for Family Medical Leave, the time spent on PFML will also count against your allotment for leave under FMLA.

How does the job protection work under PFML? *Law applied: RCW 50A.35.010*

Employees are eligible for job protection under WA State PFML if the employee has worked for Kitsap County for at least 180 days of consecutive employment.

As of January 1, 2026, Kitsap County enforces the WA State PFML anti-stacking provision. Any period of leave taken under the federal FMLA will be applied to a future period of WA State PFML.

Under PFML, you may take up to 12 weeks for either Medical or Family leave. If you experience both qualifying events (Medical and Family), you may be entitled to up to 16 weeks of job-protected leave in a 52-week period, or 18 weeks if pregnancy-related incapacity applies. This affects job protection only and does not impact your eligibility for PFML wage benefits through the Employment Security Department (ESD).

Kitsap County's FMLA leave year is a rolling 12-month period measured backward from the first day of leave. Human Resources will provide monthly updates showing how much FMLA leave has been applied toward your PFML job-protection limit to ensure accurate coordination under federal and state law, based on the information provided to Kitsap County from an employee or Employment Security Department (ESD).

If an employee is eligible for PFML benefits but is not applying for and receiving benefits, Kitsap County is counting the FMLA leave (intermittent or continuous) toward the maximum periods of job protection associated with leave taken under PFML. Human Resources can provide estimates on the total estimated FMLA leave counting towards the maximum periods, based on information provided by ESD and the employee.

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Is there a minimum number of hours an employee must be on leave before receiving PFML payments?

The law requires a “waiting week” for some types of leave.

- There is no waiting week for parental bonding leave, Medical leave taken during the “postnatal period”, Family leave for the loss of a child or Family leave for military exigency.
- There is a waiting week for family leave to care for a Family member with a serious health condition or for Medical leave taken for your own serious health condition, including prenatal care.
- Your “waiting week” is the first week you are approved to use paid leave, and you won’t be paid for that week.
- During your “waiting week,” you may use paid time off from your employer without impacting your benefits

Once ESD approves an application, you will be required to file weekly claims while on leave or utilizing the benefit.

- Each weekly claim covers a week that begins on a Sunday and ends on a Saturday.
- It is your responsibility to accurately report this information.
- You can file claims for weeks you were on leave but before ESD approved your application. If you are taking leave intermittently, working or using paid time off, you must still submit a weekly claim.
- The minimum number of consecutive work hours you must miss within a claim week (Sunday - Saturday) to be eligible for weekly benefits is four hours in a row.

What should I take into consideration when deciding if I should use my own paid accruals or WA State PFML benefits?

Kitsap County fully supports the right of eligible employees to take PFML. Additionally, it is an employee’s voluntary choice to apply for PFML, the County cannot require you to do so. The following is information regarding the potential effects of PFML on your wages and other benefits.

- PFML does not provide 100% wage replacement. When using PFML, your benefit will be up to 90% of your weekly wage, with a maximum benefit of that tax year. Any PFML payments from ESD are not wages from Kitsap County, which means that the time associated with PFML reduces the hours reported to the Department of Retirement Systems by the County and this may impact your overall retirement credits.
- Kitsap County employees that choose to use their own paid accruals will continue to receive the pay and retirement reporting that they normally receive when working and being paid by Kitsap County.
- You are not required to use paid leave accruals prior to using PFML, but you may choose to do so. If you are not approved for PFML by ESD, it may result in an employee being in a no pay status. Kitsap County will not grant any retro payroll correction after a pay cycle has closed.