



Administrative Policy and Procedure City of Prosser, Washington

SUBJECT: Washington State Paid Family and Medical Leave (PFML)		
	Policy No. ADM.014	Pages: 3
Effective Date: January 1, 2020		
Develop By: Toni Yost, Finance Director	Department Head Approval:	City Administrator Approval: Randy Taylor, Mayor

1. PURPOSE

The Paid Family and Medical Leave program is a mandatory statewide insurance program administered by the Employment Security Department (ESD), which provides paid family and medical leave to eligible employees.

Washington's Paid Family and Medical Leave (PFML) program does not replace the federal Family and Medical Leave Act (FMLA), and in many cases, PFML and FMLA will run concurrently. Hours paid under PFML do not count as hours worked under the state Department of Retirement Systems.

2. ELIGIBILITY

Employees can receive PFML benefits if they meet eligibility criteria and experience a qualifying event. Eligible employees are those who have worked at least 820 hours in Washington State during either

- The first 4 of the last 5 calendar quarters; or
- The last 4 calendar quarters immediately before the application for leave.

3. QUALIFYING EVENTS

3.1 Family Leave

- Leave to bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of 18 with the employee.
- Leave to participate in providing care, including physical or psychological care, for a family member due to the family member's serious health condition.
- Leave because of a qualifying military exigency as permitted under the federal Family and Medical Leave Act.

3.2 Medical Leave

Medical leave is any leave taken by an employee from work due to the employee's own serious health condition. Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital,

hospice, or residential medical care facility, including any period of incapacity; or continuing treatment by a healthcare provider for:

- An illness or injury that incapacitated you for 3 or more consecutive days
- A chronic serious health condition (like diabetes or epilepsy)
- Incapacity during pregnancy or for prenatal care
- Treatment for substance abuse
- Any period of absence from work to receive treatments and recover, such as radiation, chemotherapy or dialysis.
- The healthcare provider will determine whether the illness or injury meets the definition of a “serious health condition.”

4. EMPLOYEE BENEFITS UNDER PFML

The weekly PFML benefit amount is calculated by ESD and will depend on how much the employee earns in a typical week. The minimum benefit is \$100 per week or 90% of weekly wages up to maximum weekly benefit of \$1,000. The minimum claim duration payment is for 8 consecutive hours of leave. The City does not allow supplemental wages through use of leave accrual for employees on PFML. Therefore, employees who apply for PFML and are approved, cannot use their accrued sick leave, vacation leave, floating holiday, or comp time for the duration of PFML. Qualified Washington State workers are eligible for:

- Up to 12 weeks of paid family or medical leave.
- Up to 16 weeks of leave when family and medical leave are used in combination (e.g., birth mother pregnancy and parental leave).
- An additional 2 weeks of leave is available as a result of pregnancy complications.

5. REQUESTING LEAVE

Employees must provide at least 30-day notice to the City before the leave begins for a foreseeable event such as the birth or placement of a child or a planned surgery. If the need for leave is unforeseeable, like an accident or sudden illness, employees must provide notice as soon as practical. The notice must be written (e-mail is considered written notice) and must contain the anticipated timing and duration of leave.

Employees must be on a leave of absence for seven consecutive work days in order to file a claim for PFML benefits (except for child birth or placement of child).

6. FILING A CLAIM

Filing a paid leave benefits claim with ESD is a separate process from taking a leave of absence from the City. Even when an employee has submitted medical or other documentation to support their need for a leave of absence from the City, ESD will ask for documentation to support their claim for paid benefits. Claims can be filed online through [ESD’s Paid Family & Medical Leave web page \(www.paidleave.wa.gov\)](http://www.paidleave.wa.gov).

For all leaves except birth or placement of a child, there is a leave of absence waiting period of seven consecutive work days before an employee will be eligible for PFML benefits. Individuals have 12 months from the date of a child’s birth or placement (foster or adoption) to take family leave. Eligible employees whose child was born or placed in 2019

can receive paid benefits beginning January 1, 2020 for up to 12 months following the birth or placement.

7. RETURN TO WORK

Employees who have been employed by the City for 12 months or more; and have worked for the City for at least 1,250 hours during the 12 months immediately before the leave start date, will be restored:

- to the position of employment held by the employee when the leave commenced; or
- to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

The City requires periodic reporting from the employee regarding status and intention of returning to work as a condition of restoring work. The City also requires certification from the employee's healthcare provider that the employee is able to resume work for PFML which involves the employee's medical leave

8. ADDITIONAL INFORMATION

Visit the [Employment Security Department's Paid Family & Medical Leave](#) web page for additional information including definitions. Questions about leave of absence may be directed to the Human Resources Department

9. REVIEW

As many aspects of this program and benefit are still unknown or in development, the City will endeavor to review this policy in September of 2020 and make modifications to this policy as necessary and with the assistance of staff and bargaining unit representatives.