



# Memo

**To: Chancery Employees**

**From:** Lilly McGarry, Assistant Director of Human Resources

**Date:** January 2, 2019

**Re: WA Paid Family & Medical Leave is Here – What You Need to Know**

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In January 2019, WA State began collecting premiums from employee wages to fund the new WA Paid Family & Medical Leave took effect January 1, 2020. Washington's Employment Security Division manages this new program, which provides employee with partial wage replacement while away from work due to medical and birth related leaves. Employees are now eligible to apply for this new benefit. Please review the information included with this memo.

## **What are the benefits of WA Paid Family & Medical Leave?**

- Partial wage replacement paid by the Employment Securities Department. This means using less of your sick, personal, and/or vacation time while on leave.
- Potential for additional protected time away from work EVEN if you have exhausted your Family & Medical Leave.

## **How to apply?**

- Online at: <https://paidleave.wa.gov/apply-now/>
- Request a paper application by calling 833-717-2273

## **What information is needed to apply?**

- Find out by visiting the Paid Leave website: <https://paidleave.wa.gov/get-ready-to-apply/>

## **QUESTIONS?**

Lilly McGarry, Assistant Director for HR, at 206.382.4578 or by email [lilly.mcgarry@seattlearch.org](mailto:lilly.mcgarry@seattlearch.org)  
Jennifer Wampler, Leave Specialist at 206.382.4289 or by email at [leave@seattle.org](mailto:leave@seattle.org)

# Paid time off. Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

## How it works



**Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave.** You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at \$1,000 per week.

## Your rights



**If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave.**

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is 0.4% of your wage. You may pay about 2/3 of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov) or (833) 717-2273.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at [www.paidleaveombuds.wa.gov](http://www.paidleaveombuds.wa.gov) or call the Ombuds' office at 844-395-6697.

Learn more and apply at  
[paidleave.wa.gov](http://paidleave.wa.gov)

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