

# 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 of 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.

### Paid Medical Leave

You can get up to 12 weeks of medical leave in a “claim year” if you miss work due to your own serious medical condition (14 weeks if your leave is due to complications in pregnancy). Leave doesn't have to be taken all at once. The “claim year” 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.

While on paid medical leave, you will get a partial wage replacement, up to 90 percent of your typical pay, capped at \$1,456 per week. Regular, limited assignment, and benefits eligible seasonal employees may get a greater wage replacement (please refer to your short-term disability plan document for additional information). Contact your HR department to find out how to apply.

### Paid Family Leave

You can get up to 12 weeks of family leave to bond with your child, to take care of a seriously ill family member, or for certain military-related events. You can get up to 16 weeks if you have family and medical events in the same “claim 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 \$1,456 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. Because your employer has been approved for a voluntary medical plan, you and your employer do not have to pay the medical leave portion of the premium. The family leave portion of the premium is 0.40% of your wage and is paid in full by the employee. 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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Paid Family & Medical Leave