

# Employee Leave Toolkit

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# Agenda

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Introduction

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Federal Medical Leave Act (FMLA)

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Short-Term Disability (Voluntary Plan & Extended Benefit)

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Long-Term Disability

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WA State Paid Family Leave

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Employees that live/work outside WA State

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Resources

# Introduction

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This toolkit is designed to provide you with the necessary information on what leave is right for you and/or your employee.

The following pages will outline the different types of leave available and the eligibility requirements for each type of leave.

# Definitions

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Intermittent: Leave taken at separate periods of time due to a single Qualifying reason, rather than a continuous block of time.

Episodic: Leave for a single Qualifying reason that is taken in separate, non-consecutive time periods, rather than a single span of time.

FT: full time

PT: part time

LA: limited Assignment

Qualifying Year: The first 4 of the last 5 calendar quarters.

Benefit Year: 12 months beginning with the first day leave is taken.

# Federal Medical Leave Act (FMLA)

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The FMLA provides eligible employees with up to 12 weeks of unpaid, job protected leave per year. (Up to 26 weeks to care for a covered service member with a serious injury or illness)

\*\*FMLA leave runs concurrently with other Grant PUD leaves that also qualify for FMLA

To be eligible for FMLA, an employee must work for Grant PUD for at least 12 months AND have worked at least 1250 hours in the 12-month period prior to the leave.

Leave under FMLA may be taken as straight time or intermittently.

FMLA leave may be taken under the following qualified events:

- The employee's own serious health condition
- A family member's serious health condition (Family member is defined as Spouse, Parent, Child of the employee)
- Certain military events

# Short-Term Disability

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Grant PUD provides a Short-Term Disability (STD) program for non-work-related illness, injury or disability. The program is made up of two components, The STD Voluntary Plan, and the STD Extended Benefit. Eligibility and benefits for each component will be outlined on the following slides.

The STD Voluntary Plan is a qualified voluntary medical leave plan, meeting the requirements of the medical portion of Washington State's Paid Family and Medical Leave (PFML) law. Employees who work for a company with an approved medical voluntary plan, may not apply for the medical leave benefit through WA State, they must utilize the company's voluntary plan.

The STD Extended Benefit provides additional medical leave for qualified employees after the STD Voluntary Plan benefits have been exhausted

# STD Voluntary Plan

## Eligibility

Regular FT, Regular PT, Seasonal or FT Limited Assignment: Covered immediately upon being hired or promoted into a regular FT, PT, Seasonal or FT LA position.

Temp, On-Call and Commissioners: Covered when they have worked 820 hours for any WA employer during the qualifying period AND have worked 340 of those hours for Grant PUD.

## Qualifying Events

The employee's serious health condition. (An illness, injury, impairment, or physical or mental condition that involves inpatient care or involves continued treatment that includes one or more of the following: 1) a period of incapacity of more than three consecutive calendar days, 2) pregnancy, 3) chronic conditions, 4) conditions that are permanent/long-term due to a condition for which treatment may not be effective, or 5) require multiple treatments as defined by RCW 50A.05.10 (see Appendix A).

## Waiting Period

- Waiting period consists of the first seven consecutive calendar days when you need medical leave due to a serious health condition, as certified by a licensed, competent medical provider. Click [here](#) for a definition of a serious medical condition.
- Waiting period begins the previous Sunday of the week when you are unable to work and ends the following Saturday.
- Waiting period does not exceed 40 consecutive hours.
- You must use accrued leave during the waiting period, if available.

## Leave Duration

Up to 12 times your average workweek hours. 14 times if due to pregnancy complications. (Per Year)

## Benefit Amount

Regular FT, Regular PT, Seasonal or FT LA: Amount equal to the WA PFML calculated benefit or 70% of regular, straight-time base pay, whichever is greater.  
Temp, On-Call and Commissioners: Equal to the WA PFML calculated benefit.

## PL Supplement

Accrued leave will be used for the 8-hour waiting period and may be used (if elected) to make up the difference between the program benefit and 100% of regular, straight-time base wages.

## Note

Intermittent or Episodic leave is permitted.

# STD Extended Benefit

Eligibility
Regular FT, Regular PT, Seasonal or FT Limited Assignment: Covered immediately upon being hired or promoted into a regular FT, PT, Seasonal or FT LA position.
Qualifying Events
The employee's serious health condition.
Waiting Period
12 weeks; 14 weeks if leave is due to pregnancy complications. NOTE: If full Voluntary Plan benefits have been exhausted for the benefit year, a 40-hour elimination period may apply.
Leave Duration
26 weeks or 180 days total, including time spent on Voluntary Plan.
Benefit Amount
70% of regular, straight-time base pay.
PL Supplement
Accrued leave will be used for any waiting period required and may be used (if elected) to make up the difference between the program benefit and 100% of regular, straight-time base wages.
Note
Intermittent or Episodic leave is NOT permitted.



# Long-Term Disability

Long-Term disability insurance will replace a portion of your income when you are unable to work for an extended period due to a life-altering illness or injury and you have exhausted your Short-Term Disability benefits. Benefits are paid through Reliance.

If you are a regular full-time, part-time, seasonal or limited assignment employee you must enroll in Long-Term Disability.

You may apply for Long-Term Disability when you have been unable to work for 26 consecutive weeks, and remain on Long-Term Disability until you recover, or your social security normal retirement age.

Depending on the plan you are enrolled in, you are paid at 60% (core plan) or 66 2/3% (buy-up plan) of your pre-disability earnings. Your disability payments are tax free and may be reduced by income from other benefits you receive while being disabled, like social security disability.

# Washington Paid Family Leave

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Paid family leave is offered through Washington's Paid Family and Medical Leave (PFML) program and provides you with a partial wage replacement if you miss work to take care of a seriously ill family member, to bond with a new child, or to spend time with a family member in the military.

You can qualify for paid family leave if you work a minimum of 820 hours (about 16 weeks) in Washington during the qualifying period. The 820 hours can be at one job or combined from multiple jobs.

After meeting a 7-day waiting period (waived if leave is to bond with a new child), your benefit will begin. You may use accrued leave while meeting your waiting period.

# Washington Paid Family Leave

## Frequently Asked Questions

Q: When should you apply?

A: When you need to take time off to care for a family member, welcome a new child, or if your family member is about to deploy overseas or is returning from overseas deployment. Here's how:

- Let us know that you need time off at least 30 days in advance, whenever possible.
- Visit the WA Paid Family & Medical Leave website and apply online.

Q: How much leave can I take?

A: Up to 12 weeks.

Q: How much will I be paid?

A: Up to 90% of your average weekly wage. You can estimate your benefit by using the benefit calculator on the WA PFML website or by contacting the Employment Security Department (ESD).

Note: Any accrued leave you take while you receive a benefit from ESD will reduce your PFML benefit.

Q: Do I have other leave options?

A: Yes, you can take accrued personal leave for any of the leave reasons covered by PFML.

# Employee's who live/work Outside WA State

Leave laws vary from state to state. If you live and work outside of Washington State, contact the Leave Administrator in HR, for information on what is available to you.

# Resources

Health Advocate: Navigating the healthcare system can be a challenge. Your personal Health Advocate is standing by to provide hands-on, confidential support to make sure that you and your family get the right care at the right time.

Contact Information: Phone: 866.695.8622;

Website: [www.healthadvocate.com/members](http://www.healthadvocate.com/members);

Email: [answers@Healthadvocate.com](mailto:answers@Healthadvocate.com)

Employee Assistance: Financial worries, Aging parents, Job Stress, Health Issues. Everyone faces challenges from time to time - but you don't have to face them alone.

Contact Information: Phone: 800.272.7255;

Website: [guidanceresources.com](http://guidanceresources.com) (Web ID: COM589);

App: GuidanceResources Now

Resources are also posted on Grant PUD's benefits website at [uip-wa.org/grant-pud](http://uip-wa.org/grant-pud)

Voluntary Plan (STD)	Extended Benefit (STD)	Paid Family Leave	Family Medical Leave Act
<p><b>Eligibility</b> Regular FT, PT, Seasonal or LA: Covered immediately upon being hired or promoted into a regular FT, PT, Seasonal or FT LA position Temp, On-Call and Commissioners: Covered when they have worked 820 hrs. for any WA employer during the qualifying period AND have worked 340 of those hours for GCPUD or were covered under a voluntary plan by most recent previous employer.</p>	<p><b>Eligibility</b> Regular FT, PT, Seasonal or LA: Covered immediately upon being hired or promoted into a regular Full-time, Part-time, Seasonal or Full-time Limited Assignment position</p>	<p><b>Eligibility</b> EEs who have worked 820 hours in the qualifying period (equal to 16 hrs/wk for a year) will be able to apply to take paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs some has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.</p>	<p><b>Eligibility</b> Employees who have worked for GCPUD for at least 12 months AND have worked at least 1250 hours in the 12-month period prior to the leave.</p>
<p><b>Qualifying Events</b> Leave is taken for your own serious health condition.</p>	<p><b>Qualifying Events</b> Leave is taken for your own serious health condition.</p>	<p><b>Qualifying Events</b> Leave is taken for care of a qualifying family member who has a serious health condition, for bonding with a new child or for certain military events. Qualifying family members include: spouses and domestic partners; children (biological, adopted, foster or step) son/daughter-in-law; parents and legal guardians (or spouse's parents); siblings, grandchildren, grandparents or spouse's grandparents.</p>	<p><b>Qualifying Events</b> Your own serious health condition; A family (Spouse, Parent, Child under age 18 or Child 18 or older and incapable of self-care) member's serious health condition; Certain military events.</p>
<p><b>Waiting Period</b> 8-40 consecutive hours. Only one (1) waiting period per benefit year. Waiting period is waived if leave is pregnancy related.</p>	<p><b>Waiting Period</b> 12 weeks; 14 weeks if leave is due to pregnancy complications. *Note: if full Voluntary Plan benefits have been exhausted for the benefit year, a 40-hour elimination period applies.</p>	<p><b>Waiting Period</b> One Week. Exceptions: bonding leave or military exigency don't have a waiting week.</p>	<p><b>Waiting Period</b> None</p>
<p><b>Leave Duration</b> 12 times your average workweek hours. Fourteen (14) times if due to pregnancy complications.</p>	<p><b>Leave Duration</b> Twenty-six (26) weeks or 180 days total, including time spent on Voluntary Plan.</p>	<p><b>Leave Duration</b> Up to 12 weeks of family leave.</p>	<p><b>Leave Duration</b> 12 weeks or 480 hours.</p>
<p><b>Benefit Amount</b> Amount equal to the WA PFML benefit or 70% of regular, straight-time base pay, whichever is greater.</p>	<p><b>Benefit Amount</b> 70% of regular, straight-time base pay.</p>	<p><b>Benefit Amount</b> Can receive up to 90% of weekly pay - up to a maximum for \$1,206 per week in 2021. Benefits are calculated based on average weekly wage and benefit limits.</p>	<p><b>Benefit Amount</b> NA</p>
<p><b>Supplemental Leave</b> PL will be used for the 8-40 hour waiting period and may be used (if elected) to make up the difference between the program benefit and 100% of straight-time base wages.</p>	<p><b>Supplemental Leave</b> PL will be used for any waiting period required and may be used (if elected) to make up the difference between the program benefit and 100% of straight-time, base wages.</p>	<p><b>Supplemental Leave</b> The District does not provide a supplemental benefit. PL can be used during the waiting period only. Any hours worked during leave, must be reported when applying for benefits weekly and will reduce the benefit amount.</p>	<p><b>Supplemental Leave</b> Does not apply if benefit is running concurrently with a paid benefit. If used alone, all available PL will be used to bring weekly hours to 100%.</p>
<p><b>Notes</b> Intermittent/Episodic leave is allowed.</p>	<p><b>Notes</b> Intermittent/Episodic leave is NOT allowed.</p>	<p><b>Notes</b> Once leave is approved through the state, you must go in weekly to apply for benefits.</p>	<p><b>Notes</b> Straight and Intermittent leave is allowed.</p>