

### **Q: How do I apply for WA state paid family/medical leave (PFML)?**

*Employees must apply for PFML with the state directly. Work with the RSD Leave Coordinator to develop an individualized leave plan, then follow steps outlined here: <https://paidleave.wa.gov/get-ready-to-apply/>*

### **Q: What are the PFML notice requirements?**

*If you know you will be taking Paid Leave well before it happens, you will need to give your employer written notice at least 30 days in advance. If you need to take Paid Leave unexpectedly, you still need to provide written notice to your employer as soon as you are able. Or ask someone else, like a family member or a neighbor, to provide notice for you.*

### **Q: How long does the PFML approval process take?**

*Unlike FMLA/medical leave requests processed at the RSD level employee might not be able to apply for PFML until after the qualifying event has occurred. Once an application has been submitted it may take 3-5+ weeks to be processed. All PFML eligibility determinations are made by the WA state ESD office directly, so any questions or concerns regarding a PFML application should be submitted to the WA state ESD office directly.*

### **Q: How much PFML Leave am I eligible for?**

*Per the WA state ESD office "Your total hours of leave are based on your "typical workweek hours." This is your average number of hours worked per week since the beginning of the qualifying period. Salaried, full-time employees are always calculated at 40 hours per week. Your typical workweek hours are multiplied by the maximum number of weeks allowable for the event, creating a bank of hours you can draw from while on leave. Your duration of leave is the amount of time you are approved for based on your healthcare provider's certification, or the length of time that is standard for your event (such as 12 weeks for family leave)."*

### **Q: What will my weekly PFML benefit be?**

*Per the WA state ESD office "We will determine your weekly benefit amount based on wages reported by your employer(s). The maximum weekly benefit amount for claims that began in 2020 (even if the claim continues into 2021) is \$1,000 per week. The minimum is \$100 (unless you make less than an average of \$100 per week, then you will receive your full wage). The maximum weekly benefit amount for claim years that begin in 2021 is \$1,206. Claim years are set upon the application date of the first approved benefit claim. You may receive up to 90 percent of your average weekly wage, depending on your income. A calculator to estimate your benefit payment is available at [paidleave.wa.gov/estimate-your-weekly-pay](https://paidleave.wa.gov/estimate-your-weekly-pay).*

**Q: If approved for PFML, Should I still need to apply for leave at the district level?**

*RSD Employees are not required to apply for medical leave at the district level, but are strongly encouraged to do so as PFML on it's own may not offer job protection or benefit protection. Combining FMLA and PFML during your leave period will offer full leave coverage.*

**Q: Do I have to run FMLA and PFML concurrently?**

*Unless otherwise expressly permitted by the RSD, PFML leave should be taken concurrently with any leave taken under the federal family and medical leave act of 1993. Depending on the qualifying reason PFML coverage may extend past 12 weeks of FMLA coverage. Please work directly with the RSD Leave Coordinator to develop a clear leave plan before the leave begins.*

**Q: Can PFML be taken intermittently?**

*Yes, Per the WA state ESD "You can take as little as eight consecutive hours per week. For example, you could take two days off per week for chemotherapy treatment, or one day off each week to care for a parent with Alzheimer's. Consecutive hours can cover two shifts. For example, if you need the last four hours of a shift to get a treatment and the first four hours of the following shift to continue that treatment, that counts as eight consecutive hours."*

**Q: Can I use sick leave or vacation time during my PFML period?**

*Employees may choose to use sick/vacation (PTO) time during the leave period if available and allowed based on their FMLA/medical leave eligibility. Employees may not use PTO and claim PFML benefits for the same workday. Please work with the RSD Leave Coordinator to develop an individualized leave pay plan.*

**Q: Will I still receive pay from the RSD while collecting PFML?**

*Employees pay from the RSD is based on a spread pay system, so even if an employee declines to use sick leave or vacation time during their leave period they may still receive spread pay each month. Spread payments will not interfere with any PFML payments received from the state. Any questions or concerns regarding spread payments while on leave should be directed to the RSD Payroll department: [Payroll Department](#)*