

Paid Family Medical Leave

PFML = Washington Paid Family Medical Leave

FMLA = Federal Family Medical Leave Act

ESD = Employment Security Department

Checklist ~please read through this information, check the appropriate areas and return to Human Resources.

I have given a 30-day notice to Human Resources that I plan to use PFML.

For the purposes of PFML, Supplemental Benefits are your:

- Sick Leave
- Annual Leave
- Vacation Leave

You are allowed to “supplement” your PFML paid time off with your sick leave, annual leave or vacation leave. If you choose to use your “supplemental benefits”, you will need to report to the ESD your paid time off.

I will use my Sick Leave to supplement PFML

I will use my Annual Leave to supplement PFML

I will use my Vacation Leave (if applicable) to supplement PFML

Do not use any of my paid time off to supplement PFML.

It is important to know that the use of FMLA does not reduce your allowed PFML benefit, so it is possible to use both types of leave. It is important to note that PFML and FMLA can usually run concurrently too, since many Paid Family and Medical Leave events also qualify as FMLA.

My signature below indicates that I have read through this form and completed the appropriate areas in order for Human Resources to process my time off accurately.

Print Name: _____

Signature

Date