

Employer requirement to provide notice to employees

Employers with employees working in Washington state must provide the following notice to employees who may be eligible for Paid Family and Medical Leave the later of:

- Five business days after an employee's seventh consecutive day of absence due to family or medical leave, or
- Five business days after an employer becomes aware that the employee's absence is due to family or medical leave.

Paid Family and Medical Leave

Statement of Employee Rights

You may qualify for Paid Family and Medical Leave

As of Jan. 1, 2020, Washington employees who have worked 820 hours or more in the qualifying period and experience(d) a qualifying event have access to Paid Family and Medical Leave.

Employees who have missed work due to family or medical reasons may be eligible for paid family or medical leave for the following qualifications:

- Care for and bond with a child younger than 18 following birth or placement
- Care for yourself or a family member experiencing a serious health condition
- Certain military-connected events.

Paid Family and Medical Leave requires that you give your employer(s) written notice at least 30 days in advance of when you plan to take leave. However, if the reason you need leave was not foreseeable, you may notify your employer(s) as soon as possible.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at www.paidleave.wa.gov/benefit-guide.

For more information about how to apply, contact us at 833-717-2273 or visit www.paidleave.wa.gov.

Important information for when you apply

Employee name: _____ Date: _____

Employer UBI #: 179011558 This employer offers supplemental benefits: Y X . N _____

Note: Except during the waiting week, employees cannot use employer provided paid time off at the same time as Paid Family and Medical Leave, unless the employer chooses to offer a "supplemental benefit." Supplemental benefits can be used along with Paid Family and Medical Leave to provide additional pay while an employee receives partial wage replacement through Paid Leave benefits. Employees may accept or reject supplemental benefit payments.

Employer signature: Northshore School District Employer phone number: 425-408-6000



Additional information

SUPPLEMENTAL PFML

If you are choosing to receive supplemental pay through the District while also collecting PFML payments, be aware:

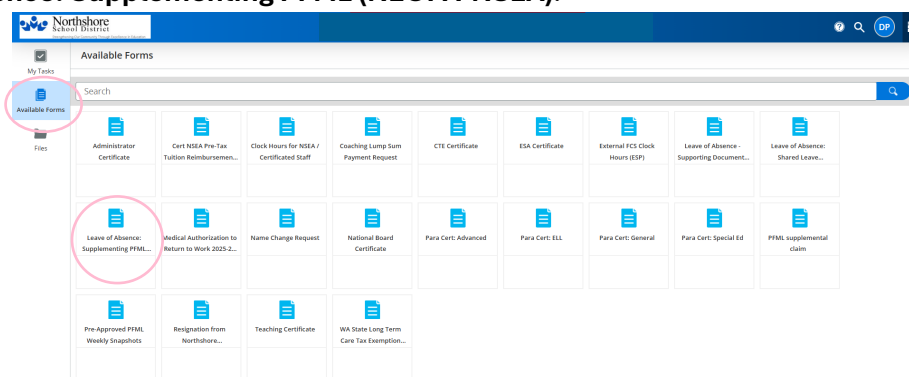
- Supplemental status must be continuous.
- Leave plan specifying supplementing PFML period, must be communicated to your Regional HRBP in advance and once your leave is approved, this cannot be changed or adjusted.
- Weekly screenshots of your claims must be submitted via Records. If you do not submit a weekly claim, your supplemental benefits will be ended and will not be reinstated.
- You are responsible for uploading your weekly PFML claim screenshots through TalentEd Records. This must be done each Monday, following the PFML week being claimed. For example, if your PFML claim week is Sunday, October 15 through Saturday, October 21, your screenshot must be submitted no later than Monday, October 23.
- No paycheck will be issued if snapshots are not received (employee is solely responsible for submission). If snapshots are missed multiple weeks in a row, supplemental pay will be ended and cannot be re-opened.
- Pay will be issued the payroll cycle following submission of the snapshots.
- Sick leave can only offset work dates on your calendar, nonwork days can't be supplemented. Paid holidays will continue only if they occur during a period you are supplementing.
- If sick leave is exhausted, supplemental pay will be ended.

NSEA ESP members will need to determine if they are supplementing Half Day or Full day.

- When Supplementing PFML Half day, Employees will have their NSD paid time pro-rated/adjusted by payroll.
- Base pay will be issued in half or full day increments. Stipends will be stopped while in supplemental PFML status.

How to sign Rights and Responsibilities to Receive PFML Supplemental Benefits

1. Go to **TalentEd Records** (records.nsd.org).
2. In the left-hand menu, click **Available Forms**.
3. Select **Leave of Absence: Supplementing PFML (NEOPA-NSEA)**.





2. Complete the form thoroughly.

Leave of Absence: Supplementing PFML (NEOPA-NSEA)

Leave of Absence - Paid Family Medical Leave and Supplemental Benefit 2025-26 SY

This task addresses the Paid Family Medical Leave and Supplemental Benefit approved to NSEA (Certificated and Classified) and NEOPA staff members.

Step 1 - Download the Employee's Rights and Responsibilities under PFML: [CLICK HERE](#)

Step 2 - Please read carefully this form and answer the questions below.

Step 3 - Once you have answered and read the document, then click in SAVE FINAL and sign electronically this form.

1. As part of your Leave of Absence plan, are you applying for Paid Family Medical Leave (PFML) through Washington State? required

Please answer YES or NO.

2. Are you Supplementing your PFML benefit with your accrued sick leave balances?

Please answer YES or NO.
If you selected NO, skip the next section. Click in SAVE FINAL and sign electronically.

Yes - I am supplementing PFML
 No - I am NOT supplementing PFML
 No - I am not applying for PFML

[Close](#) [Print](#) [Print as PDF](#) [Save Draft](#) [Save Final](#)

3. Click **SAVE FINAL**.

Leave of Absence: Supplementing PFML (NEOPA-NSEA)

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Yes - I am supplementing PFML
 No - I am NOT supplementing PFML
 No - I am not applying for PFML

[Close](#) [Print](#) [Print as PDF](#) [Save Draft](#) [Save Final](#)

4. After the page reloads, **scroll to the end** of the form. **Check the Electronic Signature Statement**, then **sign electronically**. Click **SUBMIT**.

Leave of Absence: Supplementing PFML (NEOPA-NSEA)

• If sick leave is exhausted, supplemental pay will be ended.
• If snapshots are missed multiple weeks in a row, supplemental pay will be ended and cannot be re-opened.

By signing this document, I acknowledge that I have read the information above and understand the process to submit my snapshot, what will happen if I miss a snapshot, and what will happen if I fail to submit multiple snapshots.

3. Are you supplementing half or full day?

Please note that NEOPA members can only supplement full day.

Please select one

I am supplementing PFML with Full-Day sick leave.
 I am supplementing PFML with Half-Day sick leave.

Please Click to View/Hide the Workflow

Sign

Current User: [Redacted]
Date: 9/12/2025

Signature required: [Redacted]

I have read and accept the [Electronic Signature Statement](#) required

[Close](#) [Print](#) [Print as PDF](#) [Save Draft](#) [Submit](#) [Unlock](#)

How to submit the screenshots to Human Resources to Receive PFML Supplemental Benefits?

1. Go to Paid Family Medical Leave website and take a screenshot of your weekly claims page. The week you are claiming supplemental benefit should be listed as Approved.

Weekly Claims

Paid Family and Medical Leave

4/8/2024

Mickey Mouse

Claim ID
D2H7Y5YXYL0-2
Claim Status
Approved

Claim Type
Medical
Approved Leave Duration
03/24/2024 - 02/01/2025

Weekly Claims

#	Week of Claim	Submission Date	Status	Hours Used	Payment Amount
1	03/24/2024 - 03/30/2024	03/31/2024	Approved	33	\$655.00
2	03/31/2024 - 04/06/2024	04/07/2024	Approved	16	\$455.00

Note: Benefits are approved for a limited number of hours, which may run out before the end of the approved leave duration. Please look at your decision letter for how many hours of leave you may have available.


2. Go to **TalentEd Records** (records.nsd.org).
3. In the left-hand menu, click **Available Forms**.
4. Select **Pre-Approved PFML Weekly Snapshots**.

The screenshot shows the 'Available Forms' page in TalentEd Records. The left-hand menu has 'Available Forms' selected. The main content area displays a grid of form tiles. The 'Pre-Approved PFML Weekly Snapshots' tile is circled in pink.

Form Name
Administrator Certificate
Cert NSEA Pre-Tax Tuition Reimbursen...
Clock Hours for NSEA / Certificated Staff
Coaching Lump Sum Payment Request
CTE Certificate
Para Cert: ELL
Para Cert: General
Para Cert: Special Ed
PFML supplemental claim
Pre-Approved PFML Weekly Snapshots

5. **Complete the form** thoroughly.

PFML Supplemental Benefits



**Northshore
School District**

Administrative Center
3330 Monte Villa Parkway
Bothell, WA 98021-8972
Phone: (425) 408-7601
Fax: (425) 408-7625
www.nsd.org

Human Resources

Full Name:

Employee ID:

Week Start Date:

Week End Date:

Please upload snapshot from Employment Security Department using the Attachments section at the bottom of the screen.



5. Upload the Screenshot as a File in the Attachments section and click SAVE FINAL.

Attachments

ESD PFML Snapshot required

Please Click to View/Hide the Workflow

Current User:

Date:

6. After the page reloads, **scroll to the end** of the form. **Check the Electronic Signature Statement**, then **sign electronically**. Click **SUBMIT**.

Please Click to View/Hide the Workflow

Sign

Current User:

Date:

Signature required:

I have read and accept the [Electronic Signature Statement](#) required

NOTE THAT:

- Initial snapshots could include multiple weeks due to PFML processing time.
- Following the initial snapshot: Snapshots should be submitted weekly by 4:00 pm on the Friday following submission of the claim (for example, claim is submitted on Sunday, 2-4 days processing, snapshot submitted to NSD on Friday).

