



Considerations as you anticipate using Paid Family Medical Leave

- Washington Paid Family Medical Leave (PFML) is applied for, approved and paid for through the Washington State Employment Security Department. To receive PFML benefits, you must have worked at least 820 hours in the State of Washington during the qualifying period.
- Classified and NonRep employees: While using PFML, you will be on an unpaid leave of absence from the district. PFML and paid leave from the district cannot be used at the same time.
- Certificated employees and Administrators: While using PFML, you will be on an unpaid leave of absence from the district. Using PFML will lower your FTE for the year and may affect your seniority and placement on the salary schedule. You will have the option to use some of your accumulated sick and/or personal leave to receive supplemental payments in addition to your PFML payments. Reach out to payroll with any questions.
- Once approved, PFML is generally used for an extended time (several days or weeks in a row) but can be used intermittently. If used intermittently, please contact payroll to help you navigate the unpaid leave days.
- You are responsible to notify the district at least 30 days in advance, if possible, of your expected leave. The district will need the exact dates you will be using PFML so your pay can be adjusted for your unpaid leave.
- The days and hours that are used for the Washington Paid Family Medical Leave will not count towards your retirement. Please contact the Department of Retirement to see how this may affect your service credits. The phone number is 1-800-547-6657.

For more information or to access the online application to Washington Paid Family & Medical leave, please go to www.paidleave.wa.gov.

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