



## Washington State Paid Family & Medical Leave Procedure

The Washington State Employment Security Department (ESD) administers Paid Family and Medical Leave (PFML) which provides partial income replacement for eligible Washington State employees. Although this is not a program administered by King County, this leave will interact with other protected leave laws that King County does administer such as FMLA, KCFML and others. This new leave benefit is solely administered by ESD. Employees will be responsible for notifying King County of their intention to take the leave, initiating the ESD application process, providing supporting documentation, and applying for weekly payments.



### Employee responsibilities:

1. Informs King County of need for leave with at least 30 days advanced notice (if foreseeable) or as soon as possible (if unforeseeable) and must contain the anticipated timing and duration of leave. ESD may delay/deny PFML payments if employee has not provided proper notice.
2. Applies for PFML on ESD website or by phone
  - a. ESD Email: [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov) Phone: 833-717-2273 ESD Website: [www.paidleave.wa.gov](http://www.paidleave.wa.gov)
  - b. ESD Application: Use “KING COUNTY DNRP/WTD” under Employer Search (we are working to correct this name. This is used for all KC employees). **Do not click on “Add Employer” box!**
3. Completes the King County standard *Leave Request Form*
4. Provides required documentation to support the reason for leave to determine if employee is eligible for other types of protected leave
5. Follows established agency call-in procedures if using leave intermittently
6. Submits payments to Benefits office if paying for basic and supplemental non-medical benefits (Life, AD&D, LTD) as applicable
7. Must continue to communicate with agency human resource professional periodically with updates on the status and the employee’s intention to return to work
8. Contact ESD:
  - a. For PFML administration questions
  - b. To provide supporting documentation as requested by ESD
  - c. To complete weekly claim process.

### Employer responsibilities:

#### DHR Leave Administration Expert: Brian Czerwinski

- Answer questions from agency HR professionals related to interaction of all leave laws, including PFML
- Create internal procedures, forms, and documents related to PFML
- Create communication and training materials related to PFML
- Provide resources for PeopleSoft-related system requirements (HCM and TRC)
- Provide leave administration training
- Leave administration subject matter experts
- Email: [KC.Leaveadmin@kingcounty.gov](mailto:KC.Leaveadmin@kingcounty.gov)

# Leave Administration Procedure | PFML

Department of Human Resources Leaves Administration Team



## PFML Coordinator: Sabrina Zupan

- Single point of contact with ESD and the single ESD account holder
- Responds to data requests from ESD regarding reportable hours worked, wages and proper employee leave notice
- Answers questions from agency HR professionals related to PFML benefits
- Communicates/distributes ESD notices to agency HR professionals (initial application and approval/denial)
- Sole King County employee permitted to respond to data requests from Washington State regarding hours worked and pay received from King County (BPROS)
- **Email:** [KC.wapfml@kingcounty.gov](mailto:KC.wapfml@kingcounty.gov)      **Phone:** 206-263-1124

## Agency HR Professionals/Leave Administrators

- Continue to administer leave administration policies of King County (provide leave request and response forms which includes PFML Employee Rights, coordination with other leave laws, and basic PFML information, as provided in training sessions). By providing the Leave Request Form within 7 days it covers the PFML requirement of employee notice
- Understand how PFML coordinates with current leave laws and be able to answer basic employee questions regarding PFML, including how an employee should contact ESD, and inform employee of job and benefit protections
- Send email to [KC.wapfml@kingcounty.gov](mailto:KC.wapfml@kingcounty.gov) when an employee informs you of intent to apply for PFML
- Forward any ESD notices received by the agency to [KC.wapfml@kingcounty.gov](mailto:KC.wapfml@kingcounty.gov)
- Attend training and information sessions
- Agency must ensure that ESD required posters are posted in employee breakrooms. The other required notice is provided on the last page of the Leave Request Form and should always be included when providing information to the employee
- As with other leaves, communicate and coordinate with supervisors and timekeeping personnel
- Coordinates PFML information with agency timekeeper to ensure proper time reporting codes
- Enters Human Capital Management PFML LOA code into PeopleSoft. Here are the decision steps:
  - a. **Step One:** Determine if employee is concurrently using PFML with other leave laws such as FMLA or KCFML. King County did not create codes for every single instance so if an employee is using PFML with other leave laws then you should use existing HCM codes (PLA or LOA) that refer to FMLA and/or KCFML. A note can also be entered that they are concurrently using PFML.
  - b. **Step Two:** If FMLA/KCFML is exhausted/ineligible and PFML remains then you next must consider if the employee is eligible for medical benefits. If they are not deemed eligible for medical benefits then you perform step three.
  - c. **Step Three:** Determine if the employee is eligible for an offer of benefits through the Affordable Care Act (ACA). To determine eligibility, email [acaadministration@kingcounty.gov](mailto:acaadministration@kingcounty.gov). If the employee is deemed eligible then the LOA/ACA code would be entered so the employee continues to receive medical coverage.
  - d. **Step Four:** If the employee is not eligible for ACA benefits then the last resort would be to enter the new LOA/PFL code which is an unpaid code which turns off all medical and non-medical benefits. This code should rarely be used but is often seen when an employee chooses to apply for PFML after exhaustion of other protected leave laws.

## Agency Timekeepers/Supervisor

- Work with agency HR Professional to ensure proper time reporting codes

# Leave Administration Procedure | PFML



King County

Department of Human Resources Leaves Administration Team

- Understanding the basic rights of employees while using PFML. While still employed and submitting weekly claims for PFML, an employee may elect to not use their sick leave accruals (and other paid leave)
- A new unpaid PFML time reporting code has been created when employees are not eligible for FMLA, KCFML, PPL or any other existing type of protected leave that already has their own TRC.
  - TRC-412: Unpaid leave when employee is using WA State PFML and FMLA/KCFML is either exhausted or not available. Would be used sparingly.
  - Unpaid PFML TRC hours are not considered pay by King County and are not reportable for DRS retirement credits



**Pro Tip:** Employees should rarely enter the unpaid PFML TRC since most employees will concurrently run FMLA, KCFML or other protected leave time reporting codes first. Use the existing unpaid FMLA or KCFML TRC's when running concurrently with PFML.

## Central Payroll/Business Resource Center

- Set up PeopleSoft payroll deductions
- Collect premiums from employee paychecks and remit them to Employment Security Department
- Report wages, hours and more to Washington State (quarterly)

## Resources

- **Washington State Employment Security Department (ESD): Main resource for questions**

<a href="http://www.paidleave.wa.gov/">www.paidleave.wa.gov/</a>	<a href="http://www.paidleave.wa.gov/employers">www.paidleave.wa.gov/employers</a>	<a href="http://www.paidleave.wa.gov/workers">www.paidleave.wa.gov/workers</a>
Email: <a href="mailto:paidleave@esd.wa.gov">paidleave@esd.wa.gov</a>		Phone: (833) 717-2273

- King County Leave Administration Website [www.kingcounty.gov/audience/employees/benefits/leaves](http://www.kingcounty.gov/audience/employees/benefits/leaves)