



Kitsap County Leave Procedure for:

Family Medical Leave Act (FMLA) Washington Family Leave Act (WFLA)

Under **FMLA and WFLA**, eligible employees may take leave for a serious health condition; to care for a child after birth, adoption or placement for foster care; or to care for a spouse, child or parent (or person who stood in loco parentis) with a serious health condition. Leave is limited to 12 weeks in a rolling 12 month period.

Under **FMLA**, an eligible employee may also take leave for qualifying exigency leave and military caregiver leave. Medical benefits through Kitsap County will continue while approved for FMLA.

Under **WFLA**, an eligible employee may also take leave to care for their domestic partner that is registered with the State of Washington (must meet definition under State law). Kitsap County is not required to continue health benefits under WFLA; however, if eligible, health benefits may continue under the Affordable Care Act (ACA).

- Eligibility requirement: Employed at least 12 months and worked 1,250 hours in the past 12 months.
- Covers Employee and Family Members (see above family members) serious health conditions.
- Absence can be paid or unpaid. If paid, Employee may use any leave available.
- *Medical Certification is required for determining approval of FMLA/WFLA.
- Leave may be approved for continuous leave and/or for intermittent leave. (Intermittent leave requires department approval.)
- A Fitness for Duty will be required for employee's own serious health condition prior to returning to work.

EMPLOYEE	1.	Complete and return the FMLA/WFLA Leave Request form to Human Resources. <i>Employees must provide at least 30 days advance notice of a foreseeable leave. For an unforeseeable leave, the employee must provide notice as soon as both possible and practical.</i>
	2.	Communicate with your department regarding any foreseeable leave.
Human Resources	3.	Determine leave <u>eligibility</u> and forward leave information to employee based on eligibility.
EMPLOYEE	4.	Ensure completion of medical certification with appropriate health care provider's signature and return to Human Resources within the 15 days identified. <i>*Qualifying Exigency Leave, Military Caregiver Leave, and Parental Leave (Bonding) does not require medical certification; however, other specific documentation is required.</i>
Human Resources	5.	Provide employee a response within 5 working days from receipt of the medical certification. Notification will also be provided to the Supervisor and Department Timekeeper.
EMPLOYEE	6.	If leave is approved on an Intermittent/Reduced Scheduled, communicate with your supervisor in regard to the need for absence. This type of leave requires employees to comply with Kitsap County's Leave Policies when calling in absent.
	7.	If leave is approved, notify Department Timekeeper in regards to desired use of available leave.
	8.	You only may request a calculation of your used FMLA/WFLA hours (minimally every 30 days) from your Department Timekeeper.
Human Resources	9.	If employee goes into an unpaid status, HR will provide information for self payment of health coverage.
EMPLOYEE	10.	Upon returning to work from a continuous leave, a Fitness for Duty form must be provided to your Supervisor. If restrictions are identified, supervisor and employee determine if accommodations are feasible. Sign the Fitness for Duty form and forward to Human Resources. <i>Updated Fitness for Duty notices should be provided minimally every 30 days during restrictions and/or following appointments when restrictions may change.</i>
	11.	A Fitness for Duty form will be required when restrictions/light duty has been lifted.