



# KITSAP COUNTY HUMAN RESOURCES

## 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 Help Center provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. View at [www.paidleave.wa.gov/help-center](http://www.paidleave.wa.gov/help-center).

Contact Washington Paid Family & Medical Leave at 833-717-2273 or visit [www.paidleave.wa.gov](http://www.paidleave.wa.gov).

### Important information for when you apply

Employer UBI #: 91-6001348

This employer offers supplemental benefits: Y \_\_\_ N NO

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.

### Contact Kitsap County HR: [humanresources@co.kitsap.wa.us](mailto:humanresources@co.kitsap.wa.us) or 360.337.7185

We are here to help you coordinate your paid leave of absence! Please reach out to HR as soon as possible to ensure proper scheduling, paperwork submission and management of ongoing benefits and accruals.