

Kaiser Permanente FML/PFML Application Process

Family Medical Leave Act (FML)

The Family and Medical Leave Act (FMLA) entitles employees to take unpaid time off work for a total of up to 12 weeks for their own serious health condition or a family member's serious health condition. FMLA defines "a serious health condition" as any illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. To learn more about FMLA, go to the [federal FMLA site](#).

Because some applications for family and medical leave require medical certification, Kaiser Permanente has implemented a standardized FMLA process to organize and streamline the review and provider certification of your FMLA forms. Please note, additional appointments may be required if the patient has not had a recent visit for the condition listed.

WA State Paid Family & Medical Leave (PFML)

The WA State Paid Family and Medical Leave (PFML) is a new benefit for qualifying Washington state employees that allows paid time off for their own or a family member's medical condition, child bonding leave, and/or military leave. As with FMLA, Kaiser Permanente physicians will provide a medical certification for conditions considered medically necessary (up to 12 weeks a year). To see if you qualify for PFML and to create an account/submit your medical certification, go to the [state PFML site](#).

Our FMLA/PFML process is now done electronically through your online health record. The patient or family member requesting FMLA/PFML certification will receive a signed, system-generated federal FMLA medical certification form either in person, by fax, or directly from the secure member site. Patients and family members applying for PFML will use the FMLA medical certification to apply directly to the [state website](#). You do not need this form if you're adopting a child or becoming a foster parent, or for military-related events. You also don't need it to qualify for 12 weeks of paid leave to bond with your new baby when you or your partner give birth. (If you are the parent giving birth, you will need the form for the portion of your paid leave that is considered medical leave.)

How to submit paperwork

Download and fill out our FMLA/PFML [intake form for your own condition](#) (PDF) or to care for [your family member](#) (PDF); we do not accept employer FMLA or state PFML forms. Please note, the patient must be receiving care from a Kaiser Permanente clinician.

If you would like to have the paperwork mailed, faxed, or picked up by a third party, you will need to complete a [Release of information form](#) (PDF). Note: members applying for PFML will need to create an account and upload certification directly to the [state website](#); Kaiser Permanente is not able to fax requests directly.

Print and submit/upload the completed form(s) through your [secure online message center](#), by fax, or at your Kaiser Permanente medical center in person. [Find a location near you](#).

FMLA/PFML requests can take up to 10 business days to process. Delays in paperwork can occur if sections of the FMLA/PFML intake form are missing or incomplete, the required number of visits for the condition listed has not been met, or the number of available days off has been exhausted.

[Request records, forms & certifications | Kaiser Permanente](#)