



Considerations as you anticipate using Paid Family Medical Leave

- Washington Paid Family Medical Leave (PFML) is applied, 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.
- Washington Paid Family Medical Leave (PFML) and paid sick leave from the district **cannot** be used at the same time. While using PFML, you will be on an unpaid leave of absence from the district.
- 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, you must use at least 8 consecutive hours in a week. This means most employees in the district would not be able to take a single day and use PFML for the one day absence.
- 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. If you are using intermittent leave, please contact payroll to help you navigate the unpaid leave days.
- Using PFML could affect your SEBB benefits. If this is a concern, contact your Payroll Representative.
- 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 online application to Washington Paid Family & Medical leave, please go to www.paidleave.wa.gov.

Payroll Personnel

Rita Kellerman – Ext 3518

Transportation, Twin City Elementary, Stanwood Elementary, Administration

Jana Shaughnessy – Ext 3519

Stanwood High, Stanwood Middle, Cedarhome Elementary, Elger Bay Elementary, Food Service

Kaylie Amundson – Ext 3517

Port Susan Middle, Lincoln Hill High School, Utsalady Elementary, Saratoga