



KING COUNTY LEAVE ADMINISTRATION GUIDELINE

Family Medical Leave Act (FMLA)/ Washington Family Leave Act (WFLA)/ King County Family Medical Leave (KCFML)

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 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).

Under KCFML, eligible employees may take leave for the same reasons as under FMLA as well as to care for a domestic partner with a serious health condition or for a spouse or domestic partner's child or parent (or person who stood in loco parentis) with a serious health condition. Leave is limited to 18 weeks in a rolling 12 month period.

Action By:

Action:

Employee	1.	Notifies department of the need for a leave of absence for a FMLA/KCFML qualifying reason within 30 days if leave is foreseeable or as soon as possible when leave is not foreseeable
Employer	2.	Communicates the available leave options with employee including the following: A. Eligibility for FMLA/KCFML B. Availability of other leave laws C. Concurrent usage of FMLA/KCFML D. Usage of paid or unpaid leave
	3.	Forwards <i>Protected Family and Medical Leave Packet</i> to the employee if the employee is absent from work for a suspected FMLA/KCFML qualifying reason
Employee	4.	Completes King County's <i>Protected Family and Medical Leave Request Form</i> indicating reason for leave
	5.	Ensures completion of <i>Protected Family and Medical Leave Medical Certification</i> with appropriate health care provider signatures within 15 days of request

	6.	Forwards completed <i>Protected Family and Medical Leave Request Form</i> to human resource department contact or designee,
	7.	Forwards signed <i>Protected Family and Medical Leave Medical Certification</i> to human resource department contact or designee,
Employer	8.	Requests paid accrual availability and payroll data from human resource department contact or designee, , as applicable
	9.	Obtains paid accrual availability and payroll data information
	10.	Forwards basic leave data to leave enrollment team so they can enroll employee into the appropriate comp plan (kc.enrollment@kingcounty.gov)
	11.	Enters paid accrual data onto <i>Protected Family and Medical Leave Response Form</i>
	12.	Completes & Signs King County's <i>Protected Family and Medical Leave Response Form</i>
	13.	Forwards <i>Protected Family and Medical Leave Response Form</i> to employee within two business days of request
	14.	Forwards a copy of the <i>Protected Family and Medical Leave Response Form</i> to fiscal specialist (as applicable)
	15.	Files a copy of the <i>Protected Family and Medical Leave Response Form</i> in the employee's separate medical file
Employee	16.	Ensures completion of <i>Protected Family and Medical Leave Medical Certification</i> with appropriate health care provider signatures within 15 days of request
	17.	Forwards signed <i>Protected Family and Medical Leave Medical Certification</i> to human resource department contact or designee,
Employer	18.	Enters approved leave of absence information and leave of absence payroll codes into PeopleSoft HCM system

Employee	19.	Begins leave of absence
Employer	20.	Contacts employee, as appropriate, to request updated medical certifications
Employee	21.	Forwards updated medical certifications, upon request, to human resource department contact or designee,
Employer	22.	Communicates with employee during leave of absence to determine return to work date and expectations
	23.	Forwards job description and/or <i>Physical Capacities Evaluation Form</i> to employee prior to employee returning to work (if applicable)
Employee	24.	Ensures completion of <i>Physical Capacities Evaluation Form</i> with appropriate health care provider signature (if applicable)
	25.	Communicates with human resource department contact or designee to confirm return to work date
	26.	Delivers signed medical release and/or <i>Physical Capacities Evaluation Form (if applicable)</i> to human resource department contact or designee, , upon or before returning to work
	27.	Returns to work
Employer	28.	Updates the actual return to work date onto the Protected Family and Medical Leave Response Form
	29.	Notifies leave enrollment team of the employee's return to work (kc.enrollment@kingcounty.gov)
	30.	Files return to work documents in employee's separate medical file
	31.	Ensures PeopleSoft HCM system is updated to reflect the return to work status of the employee (PLA, LOA)
	32.	Retains employee medical file/leave of absence information for at least three years after the termination or retirement of the employee, per KC record retention policies.