

DAJD FMLA/KCFML Leave Requests – Employee Checklist

The following is provided to assist employees in navigating the FMLA/KCFML process and address related questions. If an employee feels that they may be in need of protected leave either for their own serious health condition or for the care of an immediate family member, the steps indicated below should be followed.

TIMELINES: Generally, FMLA/KCFML certifications cannot be backdated. It is the employee's responsibility to submit required forms as soon as possible. If all required documents are not submitted within 15 days, certifications may be closed.

Also, please note that it is an employee's responsibility to notify the facility/shift supervisor if you are unable to report to work for any reason, including during certification periods.

All of the forms and applications are located online on the King County "Taking Leave" website which is located at <https://www.kingcounty.gov/audience/employees/benefits/leaves.aspx>

- If you have a serious health condition for yourself or a qualifying family member, or upcoming pregnancy, adoption, or foster-care placement – **Please note that requests and medical certifications must be submitted to DAJD HR thirty (30) days prior to taking FMLA leave.** FMLA certifications cannot be back-dated unless there is an exigent/emergency situation which prohibits timely submission of a request. If authorized under exigent circumstances or medical emergency, certifications may be backdated no more than fifteen (15) days, subject to approval.
- A **Protected Leave Request Form** is required for all requests. This document should be completed by the employee in full to include your preferred leave order for related absences. **If this form is not received, only accrued sick leave (SL) will be applied to related absences and you will default to "No Pay" once your SL has been exhausted.**
 - Following is the link for the **Protected Leave Request** form:
<https://kingcounty.gov/~media/audience/employees/benefits/documents/leaves/leave-request-form.ashx?la=en>
- If you are requesting leave that may be protected by the Family Medical Leave Act (FMLA) and/or King County Family Medical Leave (KCFML) you will also be required to have a Medical Certification form completed by the health care provider. There are different forms for different uses, be sure to have your provider complete the correct form:
 - Medical Certification for **Employee** <https://www.dol.gov/whd/forms/WH-380-E.pdf>
 - Medical Certification for the care of a qualifying **Family Member** <https://www.dol.gov/whd/forms/WH-380-F.pdf>
- Once the forms are completed they must be sent to the DAJD Leave Management team for processing, they can be submitted via any of the following methods:
 - **Fax:** (206) 205-5666
 - **E-Mail:** leavemgmt.dajd@kingcounty.gov
 - **Interoffice Mail:** DAJD Human Resources, Mail Stop: KCF-AD-0600
- DAJD policy requires that King County Absence Request Forms (ARF's) be submitted on the first workday after returning from an absence.** ARF's related to this certification should be identified as such. On the ARF, indicate "FMLA", check the "Serious Health Condition" box, and also check either "Self" or "Family Member" as applicable.

DAJD Eligibility Review: Upon receipt of required documents, forms will be reviewed and processed appropriately by the DAJD HR Leave Management team who will verify the following:

- Required forms received and completed, including all required information;
- If the medical condition indicated qualifies for protected leave;
- If the request submitted is for a qualifying family member;
- Eligibility to take leave according to each leave's individual requirements;
- Authorized protected leave duration and remaining protected leave eligibility.

If any additional information is needed, DAJD HR staff will reach out to employees as needed. Once reviews are completed, a notification (FMLA Response Form) will be sent to employee both electronically and via interoffice mail; or via regular US Mail, if the requesting employee is currently on full-time leave.

Questions regarding protected leave requests or certifications may be directed to DAJD Human Resources at the following e-mail address: LeaveMgmt.DAJD@kingcounty.gov or via phone at (206) 477-2400. Additional information regarding DAJD employee resources may be found at: https://www.kingcounty.gov/depts/jails/dajd_employees.aspx

This document does not guarantee benefits, or replace submission of required documents, but is intended for informational purposes only.