

King County Family and Medical Leave Verification Requirements

Verification Requirements for Protected Leave

In general, all medical leaves of absence require one medical certification for each distinct medical leave of absence. King County currently uses the medical certification forms designed by the Department of Labor for the Family and Medical Leave Act (FMLA). The information on these forms provide the information needed for King County to determine eligibility for FMLA and other types of family/medical related protected leave (i.e., FMLA, KCFML, WFCA, PCPRC). King County also requires employees to request leave using the standard *King County Leave Request Form* which enables King County to respond back using the standard *King County Leave Response Form*. As always, verification should be consistent with any applicable collective bargaining agreement and employees should continue to follow established agency call-in procedures

Supporting documentation may vary depending on the type of leave being requested. Here are some exceptions:

- **Bonding Leave for Newborn Child:** Leave to bond with a newborn child only needs simple documentation to request eligible protected leave. This may be in the form of an email, letter or verbal notification.
- **Bonding Leave for Adoption or Foster-to-Adopt a Child:** Leave to bond with a newly placed child requires sufficient information from the employee and the adoption agency for the County to determine if the circumstances qualify for FMLA/KCFML. Examples include:
 - Statement that you are in the process of adoption with supporting documentation
 - Estimated timeframe for adoption process
 - Description of the anticipated reason for leave.
 - An employee may take leave before the actual placement or adoption of a child if the absence is required for the placement to proceed (i.e., attend counseling sessions, appear in court, consult with attorney, etc.)
- **Washington Family Care Act (WFCA) for Child:** WFCA allows leave for the health condition of a child that requires treatment or supervision. The verification may be in the form of an email, letter or verbal notification.
- **Washington Family Care Act (WFCA):** WFCA leave that is running concurrently with other types of protected family and medical leave (i.e., FMLA, KCFML, etc.) would follow the requirements of the corresponding leave law. Verification of absences may be in the form of an email, letter, or verbal notification.
- **Pregnancy, Childbirth or Pregnancy-Related Conditions (PCPRC):** For PCPRC leave that does not run concurrently with FMLA/KCFML, a medical certification is not required.
- **Americans with Disabilities Act (ADA) & Accommodations:** Employees seeking leave as an accommodation should work with King County's Disability Service teams (DHR and Transit) regarding information that may be needed from the employee and the employee's health care provider.