



# COMPLIANCE BULLETIN

## HIGHLIGHTS

- Washington's paid family and medical leave is organized as an insurance program that is administered by a state agency.
- Family and medical leave benefits are funded with employee and employer contributions.
- Employers with fewer than 50 employees may opt out of employer contributions.

## IMPORTANT DATES

January 1, 2019

Payroll deductions to fund the program begin.

April 2019

Employer reporting begins.

January 1, 2020

Eligible employees may begin receiving paid family and medical leave benefits.

## Washington Paid Family and Medical Leave – Premiums Start in 2019

### OVERVIEW

Beginning **Jan. 1, 2019**, Washington employers must begin collecting premiums for the new paid family and medical leave program. Eligible workers may start receiving these paid leave benefits beginning Jan. 1, 2020.

The 2019 premium rate for paid family and medical leave is 0.4 percent of an employee's wages. Premium withholdings are capped at the social security tax limit, \$132,900 in 2019.

Employers may split the cost of the program with employees by withholding up to 63 percent of the premium from their paychecks. An employer can elect to pay all or some of their employees' share of the premium on their behalf. Employers with fewer than 50 employees are not required to pay the employer portion of the premium.

### ACTION STEPS

Employers should work with their payroll vendors to start withholding paid family and medical leave premiums from employee paychecks. Also, employers should prepare for quarterly reporting to Washington's [Employer Security Department](#) (ESD), including tracking employee hours and wages.

Provided By:

Insure NW

# COMPLIANCE BULLETIN

## Covered Employers

All Washington employers (regardless of size) are required to comply with the paid family and medical leave requirements.

Employers with fewer than 50 employees are not required to pay the employer portion of the premium to fund the program. However, if an employer with fewer than 50 employees voluntarily pays the employer premium, the employer is eligible for grant assistance. More information on the grant assistance program is provided below.

*All Washington employers must comply with the paid family and medical leave law. However, businesses with fewer than 50 employees are not required to pay the employer portion of the premium.*

## Timeline for Employers



## 2019 Compliance – Premiums and Reporting

The paid family and medical leave program is funded with employer and employee payroll contributions. Employers start collecting premiums for paid family and medical leave on Jan. 1, 2019. Employers are responsible for collecting the premiums from their employees through payroll deductions and remitting the premium amounts to ESD. An employer that fails to pay required premiums will be subject to a penalty equal to the amount of premiums owed plus interest, in addition to payment of owed premiums and interest.

Beginning Jan. 1, 2019, through Dec. 31, 2020, the **total premium** amount is **0.4 percent of an employee's wages**. The amount of wages subject to premium assessment is capped at the maximum wages [subject to social security tax](#) (\$132,900 for 2019). Detailed information on calculating premiums, including a [premium calculator](#), is available from ESD at [www.paidleave.wa.gov/employers](http://www.paidleave.wa.gov/employers).

Employers that choose to withhold premiums from their employees may withhold up to 63 percent of the total premium. The employer is responsible for paying the other 37 percent.

# COMPLIANCE BULLETIN

Employers with **fewer than 50 employees** employed in the state are not required to pay the employer portion of premiums for family and medical leave. However, if an employer with fewer than 50 employees chooses to pay the premiums, the employer will be eligible for grant assistance, as described below.

**Resources for employers** – ESD published an [Employer Toolkit](#) to help Washington employers comply with paid family and medical leave requirements. Employees often have questions when new amounts are deducted from their paychecks. This toolkit contains sample employee communications about the paid leave benefits, including:

- Sample employee handbook materials
- Sample text for a blog, newsletter or email
- Sample paystub insert/attachment

Also, employers will be required to post a notice about the paid family and medical leave program in a place customarily used to post other employment-related notices. ESD will make this notice available before January 2020. Go to [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for more information.

Employers will remit premiums to ESD on a quarterly basis starting April 2019. Employers will also start reporting employee information to ESD in 2019, with the first report due on April 30, 2019. Reporting periods follow calendar quarters and will align with the reporting periods for unemployment insurance.

Reporting Quarter	Due Date
January, February, March	April 30
April, May, June	July 31
July, August, September	Oct. 31
October, November, December	Jan. 31

## Eligible Employees

Any employee who **works at least 820 hours** during the “qualifying period” is eligible for paid family and medical leave benefits. The qualifying period is defined as the **first four of the last five completed calendar quarters** or, if eligibility is not established, the last four completed calendar quarters immediately before the employee’s application for leave.

In addition, self-employed individuals, including sole-proprietors, independent contractors or partners, may opt into the paid family and medical leave program by paying 100 percent of the required premium.

# COMPLIANCE BULLETIN

## Duration of Paid Family and Medical Leave

Beginning Jan. 1, 2020, eligible workers may start receiving paid family and medical leave benefits. The paid family and medical leave program provides the following leave amounts **during a consecutive 52-week period**:

<b>Family Leave</b>	Up to <b>12 weeks</b>
<b>Medical Leave</b>	Up to <b>12 weeks (14 weeks</b> if the employee experiences a serious health condition with a pregnancy that results in incapacity)
<b>Combined Family/Medical Leave</b>	Up to <b>16 weeks (18 weeks</b> if the employee experiences a serious health condition with a pregnancy that results in incapacity)

ESD will process applications for paid family and medical leave benefits, as well as administer payments under the program.

## Permitted Use of Paid Family and Medical Leave

### *Paid Family Leave*

Eligible employees can take paid family leave for any of the following reasons:

<b>1</b>	To participate in providing care, including physical or psychological care, for a family member of the employee due to the family member's serious health condition
<b>2</b>	To bond with the employee's child during the first 12 months after the child's birth (or the first 12 months after the placement of a child under the age of 18 with the employee)
<b>3</b>	For a qualifying exigency as permitted under the federal FMLA

Under the law, a **family member** for whom an employee may take paid family leave includes:

- ✓ **A child of any age**, including a biological child, adopted or foster child, a stepchild, or a child to whom the employee stands *in loco parentis*, is a legal guardian, or is a de facto parent, regardless of dependency status;
- ✓ **A parent**, including a biological, adoptive, de facto or foster parent, stepparent, or legal guardian of the employee or person who stood *in loco parentis* when the employee was a child;
- ✓ The employee's **spouse or registered domestic partner**; and
- ✓ **Grandparents, grandchildren or siblings** of the employee.

# COMPLIANCE BULLETIN

## *Paid Medical Leave*

An eligible employee can take paid medical leave due to the employee's own serious health condition.

***Serious Health Condition:*** For purposes of Washington's paid family and sick leave program, a serious health condition is defined similarly to the FMLA's definition of serious health condition. In general, it refers to an illness, injury, impairment or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity; or
- Continuing treatment by a health care provider.

## **Employee Notification Requirements**

If an employee is taking paid leave for the birth or placement of a child, and the need for leave is foreseeable, the employee must provide his or her employer with at least 30 days' advance notice of the intention to take leave. However, if the employee's need for leave due to the birth or placement of a child is less than 30 days away, the employee must provide the employer with notice as soon as possible.

Where an employee's need for leave is foreseeable due to a family member's serious health condition, or the employee's own serious health condition is based on planned medical treatment, the employee:

- ✓ Must make a reasonable effort to schedule the treatment so that it does not unduly disrupt the employer's operations; and
- ✓ Provide his or her employer with at least 30 days' advance notice of his or her intention to take family or medical leave. If the date of the treatment requires the employee's leave to begin in less than 30 days, the employee must provide this notice as soon as possible.

## **Employer Notification Requirements**

An employer is required to provide a **written notice** to an employee of his or her rights under the paid family and medical leave program whenever an eligible employee is absent from work to provide care for a family member, or takes medical leave for more than seven consecutive days. This notice must be provided to the employee within five business days after the employee's seventh consecutive day of absence due to family or medical leave, or within five business days after the employer has received notice that the employee's absence is due to family or medical leave, whichever is later.

ESD intends to provide a model notice that employers may use to fulfill this written notice requirement. Employers must also conspicuously post a notice in the workplace summarizing the paid family and medical leave program. ESD intends to create a model poster to fulfill this requirement as well.

# COMPLIANCE BULLETIN

## Amount of Family and Medical Leave Benefits

Under the law, an eligible employee may receive up to 90 percent of his or her average weekly wage (AWW), based on the employee's AWW in comparison to the state AWW, up to the maximum weekly benefit, as follows:

- ✓ An employee whose AWW is **50 percent or less** than the state AWW may receive 90 percent of his or her AWW.
- ✓ An employee whose AWW is **greater than 50 percent** of the state AWW average weekly wage will receive a weekly benefit that is the sum of 90 percent of the employee's average weekly wage up to 50 percent of the state average weekly wage and 50 percent of the employee's average weekly wage that is greater than 50 percent of the state average weekly wage.

In any case, the **maximum weekly benefit for paid family and medical leave is \$1,000**. The weekly maximum benefit amount will be adjusted annually by Sept. 30 (beginning Sept. 30, 2020). The adjusted weekly benefit maximum is then effective Jan. 1 of the following year.

Eligible employees will begin receiving payment of family and medical leave benefits following a **seven-day waiting period**. In other words, benefits are not payable during the first seven calendar days of an employee's leave. However, there is **no waiting period** to receive paid family and medical leave benefits when leave is taken for the birth or placement of a child.

## Grant Assistance

Employers with **150 or fewer employers** (including employers with fewer than 50 employees that are assessed premiums) may apply for a grant from ESD to assist with the costs of paid family and medical leave benefits.

These grants would provide the following assistance:

### \$3,000 Grant

An eligible small employer may receive a \$3,000 grant if the employer hires a temporary worker to replace an employee who is on family or medical leave for seven or more days.

### \$1,000 Grant

An eligible small employer may receive a grant up to \$1,000 as reimbursement for any significant additional wage-related costs that are attributable to an employee's family or medical leave.

## Grant Limits

An eligible small employer may only receive one of the above types of grant assistance, not both. Also, an eligible small employer may not apply for a grant more than 10 times per calendar year, or more than once for each employee on family or medical leave.

To be eligible for a grant, the employer must provide ESD with written documentation showing that a temporary worker was hired or that significant wage-related costs were incurred due to an employee's use of family or medical leave.

## Voluntary Plans

Employers have the option of implementing a voluntary plan in order to opt out of the state's paid family leave program, paid medical leave program or both. The benefits provided under any voluntary employer plan must be equivalent to the benefits provided under the paid family and medical leave law, including the duration of leave, the benefits provided and the employee eligibility requirements.

In addition, an employer must apply to ESD for approval of any voluntary employer plan. The application fee for approval of a voluntary plan is \$250.

## Interaction with Existing Leave Laws

The paid family and medical leave law specifically prevents any localities from enacting any paid family or medical leave insurance program that alters or amends the requirements under the statewide law for private employers.

However, the paid family and medical leave law does not specifically address how it interacts with existing laws, including the statewide paid sick leave law. According to ESD, when an employee's leave is covered by the federal FMLA and the paid family and medical leave law, the leave available in both programs is taken concurrently, unless the employer permits otherwise. ESD intends to provide more rules about the interaction between paid family and medical leave and other leave programs during 2019.

## Job Restoration and Group Health Plan Benefits

Employees are entitled to be reinstated to their original position, or an equivalent position upon return from family or medical leave. As a condition of job reinstatement for an employee who has taken medical leave, employers may have a uniformly applied practice or policy that requires each employee to receive certification from the employee's health care provider that the employee is able to return to work.

Also, the taking of paid family and medical leave may not affect an employee's employment benefits as accrued prior to the employee's leave. An employer must maintain an employee's existing health benefits during any paid family and medical leave if the employee's leave is covered by the federal FMLA.

# COMPLIANCE BULLETIN

Under the paid family and medical leave law, the job-protection rights listed above only apply to employees who:

- ✓ Work for an employer with 50 or more employees;
- ✓ Worked for the employer for at least 12 months; and
- ✓ Worked at least 1,250 hours during the 12-month period prior to taking leave.

## Employee Protections

Under the paid family and medical leave law, an employer is prohibited from:

- Interfering with, restraining or denying an employee's exercise of his or her rights under the paid family and medical leave law;
- Discharging or in any way discriminating against an employee for opposing any practice that is unlawful under the law
- Discharging or discriminating against an employee for filing a complaint or cooperating with any proceedings related to rights under the law.