

Washougal School District

Employee Leave and Accommodation Information

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Employee Leave

The District understands that employees will need time away from work, for many different types of situations. Whether it's time away to care for a new child, recover from a serious health condition, care for an ill family member, bereavement or time away for personal reasons.

You may also require accommodations for medical restrictions when returning from leave or for a temporary or permanent disability. Please review this information carefully and contact the Human Resource Specialist with any further questions.

Types of Leave

MATERNITY LEAVE – a period of disability for birth and recovery shall be granted to all mothers giving birth. Please review the Maternity Leave section of the Employee Leave and Accommodation Handbook for a full description of leave entitlements and provisions.

BEREAVEMENT LEAVE - An employee shall be allowed up to (5) days absence with pay per year bereavement leave for the death in the immediate, step, or foster family of the employee and/or employee's spouse. Immediate, step, or foster family includes mother, father, brother, sister, wife, husband, son, daughter, grandfather, grandmother, grandchild, aunt or uncle.

An employee may take (1) bereavement day to be used for extended family such as nieces, nephews, or in-laws of one's own family. Unused bereavement leave is not cumulative from year to year.

PARENTAL LEAVE – Under the federal law, all FMLA eligible employees may be eligible for up to 12 weeks of job-protected leave in a 12month period following the birth, adoption, or legal custody of a child.

LEAVE SHARE – The District's Leave Share Program allows other employees within the District to donate sick leave on your behalf, for a serious health condition, care for a parent or child with a serious health condition and parental leave.

MILITARY LEAVE – This is a request for time away from work to fulfill duties and obligations for certain types of active or inactive duty in the National Guard or as a Reservist or the Armed Forces.

DOMESTIC VIOLENCE LEAVE – It is the intent of the District to foster a safe and supportive community for all employees, students and visitors. Employees who experience the effects of domestic violence, stalking, or sexual assault are encouraged to utilize job-protected leave from the workplace in order to seek assistance. Please contact the Human Resources Specialists for a confidential review of your options.

JURY DUTY LEAVE/COURT SUBPOENA – Leave of absence granted to employees subpoenaed to appear in court.

CIVIC LEAVE– Leave of absence granted by the superintendent when a certificated employee's civic responsibility for charitable or humane causes entails an absence from the classroom.

Family and Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) provides employees who meet the federal eligibility requirements, up to 12 work weeks or 60 workdays of unpaid, job-protected leave a year for the diagnosis of a serious medical condition for you, a spouse, parent or child, birth of a child, adoption or placement of a foster child and/or a qualifying exigency that arises from an employee's spouse, child or parent who is on active duty or has been called to duty for the National Guard or Reserve in support of a contingency military operation. For additional information visit: <https://www.dol.gov/agencies/whd/fmla>

ELIGIBLE EMPLOYEES Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Works for a covered employer;
- Has worked for the employer for at least 12 months;
- Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave

LEAVE ENTITLEMENT Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

WA State Paid Family & Medical Leave (PFMLA)

The Paid Family and Medical Leave program is a mandatory statewide insurance program that provides paid family and medical leave to eligible employees. The program is administered by the Employment Security Department (ESD).

Washington's Paid Family and Medical Leave program does not replace the federal Family and Medical Leave Act (FMLA).

In many cases, PFML and FMLA will run at the same time. To apply for PFML visit:
<https://paidleave.wa.gov/apply-now/>

ELIGIBILITY

Employees can receive PFML benefits if they meet eligibility criteria and experience a qualifying event.

MEDICAL LEAVE

Medical leave is any leave taken by an employee from work due to the employee's own serious health condition. Serious health condition means 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 for:

An illness or injury that incapacitated you for three or more consecutive days.

A chronic serious health condition (like diabetes or epilepsy).

Incapacity during pregnancy or for prenatal care.

Treatment for substance abuse.

Any period of absence from work to receive treatments and recover, like for radiation, chemotherapy or dialysis.

The healthcare provider will determine whether the illness or injury meets the definition of a "serious health condition."

FAMILY MEMBER DEFINITIONS

“**Family member**” means a child, grandchild, grandparent, parent, sibling, or spouse of an employee.

“**Child**” includes a biological, 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 age or dependency status.

“**Grandchild**” means a child of the employee’s child.

“**Grandparent**” means a parent of the employee’s parent.

“**Parent**” means the biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse, or an individual who stood in loco parentis to an employee when the employee was a child.

“**Spouse**” means a husband, wife, or state registered domestic partner.

ELIGIBLE EMPLOYEES:

Have worked at least eight hundred twenty (820) hours in the state of Washington during the “qualifying period”

- o The “qualifying period” is the first four of the last five completed calendar quarters or
- o The last four completed calendar quarters immediately preceding the application for leave.

QUALIFYING EVENTS:

Family leave

- Leave to bond with the employee’s child during the first twelve months after the child’s birth, or the first twelve months after the placement of a child under the age of eighteen with the employee;
- Leave to participate in providing care, including physical or psychological care, for a family member due to the family member’s serious health condition; or
- Leave because of qualifying military exigency as permitted under the federal Family and Medical Leave Act.

EMPLOYEE BENEFITS

Beginning January 1, 2020, family and medical leave is available, and benefits are payable to qualified employees. The weekly PFML benefit amount is calculated by ESD and will depend on how much the employee earns in a typical week. The maximum weekly benefit is \$1,000.

MINIMUM/MAXIMUM CLAIM DURATION

The minimum claim duration payment is for eight (8) consecutive hours of leave.

Maximum Claim Duration

Qualified Washington workers are eligible for:

- Up to 12 weeks of paid family or medical leave.
- Up to 16 weeks of leave when family and medical leave are used in combination (e.g., birth mother pregnancy and parental leave).
- An additional two (2) weeks of leave is available as a result of pregnancy complications.

NOTICE – REQUESTING LEAVE

Employees must provide at least 30-day notice to the Leave Department before the leave begins for a foreseeable event such as the birth or placement of a child or a planned surgery. If the need for leave is unforeseeable, like an accident or sudden illness, employees must provide notice as soon as practical.

FILING A CLAIM

Beginning January 1, 2020, individuals will be able to apply for paid leave benefits online through the esd.wa.gov website. Filing a claim for paid leave benefits with ESD is a separate process from taking a leave of absence from the District. Even when an employee has submitted medical or other documentation to support their need for a leave of absence from the District, ESD will ask for documentation to support their claim for paid benefits.

The Employment Security Department is still developing their claim process, but generally individuals will create an online account with ESD, provide contact information, leave type requested, dates of the leave, date notice was provided to the District, and documentation supporting the leave of absence. ESD will use hours and wage information they receive quarterly from all employers in Washington to determine eligibility.

After filing a claim, ESD will contact the District to confirm details of the employee's claim. Once ESD approves the claim, individuals will submit weekly claims to ESD for the paid benefit.

For all leaves except birth or placement of a child, there is a 7-day waiting period before an employee will be eligible for PFML benefits. Individuals have 12 months from the date of a child's birth or placement (foster or adoption) to take family leave. Eligible employees whose child was born or placed in 2019 can receive paid benefits beginning Jan. 1, 2020, for up to 12 months following the birth or placement.

RESOURCES

Additional information as well as a downloadable checklist is available on the paidleave.wa.gov website or refer to the Washington Paid Family & Medical Leave Parents' and Patient and Family Guides.

INFORMATION ON LEAVE

Type of Leave	Duration	Provision	How do I apply?
Personal Leave	2 -5 days	2 paid days per year. Can accumulate up to 5 days.	2-day notice. Enter into AESOP absence system.
Sick Leave	As necessary	12 paid days per year. Sick leave is cumulative.	Notify supervisor at least 1 hour before start of workday if possible. Enter into AESOP absence system.
Sick Leave Sharing	Up to 90 days	Employees can donate sick leave days with a minimum balance of 22 days.	Submit <i>Shared Leave Request</i> Form to Human Resource Department
Maternity Leave	As necessary	Employee may use sick leave benefits and/or donated sick leave. Employee may be eligible for PFMLA	Submit <i>Employee Request for Absence</i> Form to Human Resource Department.
Bereavement Leave	1-5 days	Up to 5 paid days per year. (1 day can be used for extended family)	Notify supervisor
Court Subpoena/Jury Duty	As necessary	No salary deduction is made from employee's salary. (Can't involve personal affairs or other employment)	Notify supervisor

Civic Leave (For charitable or humane causes)	Up to 2 days	Substitute pay deducted.	Apply to Superintendent
PFMLA (Paid Family and Medical Leave Act) *	Up to 12 (In some cases 18) weeks of paid leave per year depending on event.	To estimate your weekly pay go to: https://paidleave.wa.gov/estimate-your-weekly-pay/	To apply go to: https://paidleave.wa.gov/apply-now/
Type of Leave	Duration	Provision	How do I apply?
Leave of Absence without Pay	Up to 2 years (With board approval)	Unpaid	Submit <i>Employee Request for Absence</i> Form to Superintendent prior to April 15 of the preceding year.
Adoption Leave	Up to 1 year	Unpaid. Employee may be eligible for compensation under PFMLA	Submit <i>Employee Request for Absence</i> Form
Association Leave	Up to 5 consecutive days (No more than association member on leave per day)	Reimbursement for subs from WEA	

** The district does not initiate, review, approve or deny applications for WA Paid Family and Medical Leave Insurance Program. Please contact a Customer Care Representative for all application and compensation related questions.*

Maternity Leave

Congratulations! We hope you find this information helpful as you begin to plan for your Maternity Leave. The District offers leave entitlements and provisions that align with current Washington and Federal Leave Laws. We know you have a lot to think about, so our goal is to make the maternity leave arrangements as worry free as possible! This section will provide information regarding leave entitlements, how to estimate pay changes, adding your dependent to your SEBB medical plan and Frequently Asked Questions.

Maternity Entitlements

Your maternity leave will be considered under the Washington State Law Against Discrimination (WLAD) as well as the Federal Family Medical Leave Act and the WA State Family and Medical Leave Act (PFMLA) If eligible, these leave entitlements combined may provide up to 18 weeks of paid/unpaid, job protected leave. If you do not meet eligibility requirements for the Family Medical Leave Act, you may still meet the eligibility requirements under the new WA State Paid and Family and Medical Leave.

The Family Medical Leave (FMLA) will run concurrently with the documented pregnancy recovery (WLAD.) At the conclusion of your recovery time you may have additional leave available under the federal Family Medical Leave Act.

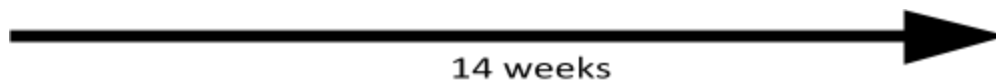
Per our Collective Bargaining Agreement, leave may be extended by donation of additional sick leave from another employee who is eligible to donate sick leave days.

Entitlement	Duration	Compensation
FMLA (Family and Medical Leave Act)	12 weeks	Unpaid
PFMLA (Paid Family and Medical Leave Act)	12-18 weeks depending on circumstances	Paid
WLAD (Washington State Law Against Discrimination)	6-8 weeks depending on circumstances	Unpaid

PFMLA Family leave



PFMLA Medical leave with pregnancy related serious health condition



PFMLA Combined family and medical leave with pregnancy related serious health condition



Eligibility Requirements

FMLA ELIGIBILITY REQUIREMENTS:

Employees are eligible for job protection after working for at least 12 months for the employer and for at least 1250 hours during the last 12 months.

PFMLA ELIGIBILITY REQUIREMENTS:

Employees are eligible for family and medical leave benefits after working at least 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters immediately preceding the application for leave.

How to Apply for a Leave of Absence

STEP 1: Review the Employee Leave, Accommodation and SEBB manual to determine if you qualify for Paid Family and Medical Leave.

STEP 2: Complete *Employee Request for Absence* Form and submit to the Human Resource Department 30 days before anticipated leave.

<http://www.washougal.k12.wa.us/wp-content/uploads/2016/12/employee-request-for-absence-for-m-1.pdf> After the birth of the baby you will need to submit a *Documentation of Pregnancy Disability Leave* filled out by your healthcare provider.

STEP 3: Meet with the Human Resource staff to assist you with any unanswered questions.

STEP 4: Go to: paidleave.wa.gov/find-out-how-paid-leave-works to find more information on PFMLA.

STEP 5: If you qualify for PFMLA, go to paidleave.wa.gov/apply-now to apply for paid leave.*

STEP 6: Communicate with the Human Resources staff if your anticipated date to return to work changes.

** The district does not initiate, review, approve or deny applications for WA Paid Family and Medical Leave Insurance Program. Please contact a Customer Care Representative for all application and compensation related questions.*

Accommodations

A reasonable accommodation is defined as any change or adjustment to a job, the work environment, or the way things usually are done that would allow an individual with a disability to perform job functions. Under the American Disabilities Act (ADA) the District is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

How to Estimate Pay Changes

In general, you may forecast a pay adjustment by using the following tools:

- 1) Your work calendar
- 2) Your current leave balances
- 3) Your leave use elections

Leave may be extended by donation of additional sick leave from another employee who is eligible to donate sick leave days.

PROCESSING YOUR LEAVE

As soon as your Maternity Leave Request and Birth Documentation Form is received, we will begin processing your leave. Unfortunately, there won't be much information regarding your pay until we have your key dates confirmed. We encourage you to use the tools listed above to anticipate pay and benefit adjustments. Once baby is born and the leave process has begun, you will be notified regarding pay adjustments before they occur. If you have questions regarding this information, please contact the Human Resources department for assistance.

HOW TO CALCULATE YOUR PFMLA PAY

To calculate your PFMLA payment go to:

<https://paidleave.wa.gov/estimate-your-weekly-pay/>

Adding Dependents to your SEBB Medical Plan

To add a newborn child to your medical plan, an employee needs to submit a *Special Open Enrollment* form and submit *Dependent Verification* documents **within 60 days of the birth**. The employee will also need to make any attestations again and choose which plan to add the baby to. For more information, go to SEBB, My Account. <https://myaccount.hca.wa.gov/auth>

Frequently Asked Questions

Q. Once I establish my return to work date, can that be extended?

A. We ask that you provide a solid estimation of your anticipated return to work date at the time of your request. We understand that things may change while out on your leave, but an anticipated date for your return is helpful, so we may plan coverage in your absence.

Q. When will I know if my paycheck stops or changes?

A. In general, you can estimate a stop in pay, by calculating your available sick leave and the end of your anticipated Maternity/Parental Leave. We encourage employees to review their collective bargaining agreements for questions regarding the use of sick leave. Any adjustments or stop in pay will be sent to you in email, by the Human Resources Department Team. All notification of changes in pay will be communicated prior to the payroll adjustment.

Q. Am I required to pay for my medical benefits, if I won't be needing them during my leave?

A. No, you are not required to continue any of your medical benefits, if they are not needed. Your return to work after leave is considered a qualifying event for reinstatement of coverage. Please contact the human resources department to communicate your intent to continue coverage or allow it to lapse until you return to work.

Q. Can I attend professional development days or other school training days, while I am out on my leave?

A. You should not attend training or any other work-related duties during a documented birth and recovery time. If you would like to attend a required training or other school/work related function during the bond with child time we ask that you discuss that option with your supervisor. Any further questions may be directed to the Human Resources Specialist.

Q. Can I return to work sooner than I originally anticipated?

A. Yes, as long as you are outside of your documented disability/recovery time and have a clearance to return to work by your doctor. Please notify your supervisor and the human resources department with the change in your anticipated return. We prefer a 2 week notice prior to your return. This allows us to notify the long-term substitute that the position will be ending earlier than anticipated.

Q. Can I save my sick leave or personal leave and take my leave unpaid?

A. During the disability/recovery from pregnancy time, we will default to the application of all available accrual unless otherwise indicated by you.

Q. If my Spouse or Partner also works for the District, can he/she take time off to bond with child?

A. If both parents wish to take time off work for a Parental Leave, both employees would share one 12-week or 60-day FMLA entitlement. In addition, each parent may also be eligible for a separate 12-week paid Family and Medical Leave entitlement.

Q. Will I experience a change in monthly pay when I return to my job after leave?

A. Yes, this is possible if your pay stopped during your leave. Generally this means that you received your pay up to the last day you worked or through your paid leave. The earnings you will be paid upon return are the wages you have not yet earned. For example, if you stop work in December and you have worked 72 days you would receive a final paycheck on December 31. You return to work in April, and there are 45 days remaining in the school year that are paid over 5 pay periods, instead of 180 days paid over 12 pay periods.

Example:

Base Pay	Hours/Days worked	Pay periods	Pay per period
\$55,000.00	1260 or 180 days (1.0 FTE)	12	\$4,583.33
\$13,750.00	315 hours or 45 days (.25 FTE)	5	\$2,750.00

Q. How is FTE for seniority calculated during unpaid leave?

A. FTE is calculated based on the total days or total paid hours and divided by the total number of days or hours in the school year. For instance, if a person worked 117 days or 819 hours the FTE would be .65 (117/180 or 819/1260). If you work a part-time schedule your FTE would be prorated based on your schedule.

Q. Are retirement hours reported during unpaid leave?

A. Retirement hours are reported on hours worked or compensated during that month. If you are on unpaid leave, there are no retirement hours reported to DRS during that time period.

WASHOUGAL SCHOOL DISTRICT



EMPLOYEE REQUEST FOR ABSENCE FORM
(For absences greater than 5 consecutive days only.)

Name: _____

Building: _____ Classified _____ Certified _____

Position: _____

Absence Reason Type: ☐ Illness ☐ Family Illness ☐ Personal ☐ FMLA

Absence Begin Date: _____ Absence End Date: _____

Dates of Paid Leave: From _____ To _____

Dates of Unpaid Leave*: From _____ To _____

Please note that a physician's note is required for any illness or FMLA related absence of more than 5 consecutive days.

Reason for Request:

Employee Signature Date

Building Principal or Immediate Supervisor Granted Denied Date

Superintendent or Designee Granted Denied Date

***All personal leave must be used before unpaid leave can begin.**

_____ HR Rec'd _____ Copy to AESOP _____ Board Personnel Report

_____ Copy to PR _____ IT Spreadsheet _____ Extended Leave Report

12/16/16

This document and other employee forms can be found on the HR Blog.

<https://wsdhrnews.blogspot.com/p/your-wsd-benefits.html>

When life happens, you can be there for care.

At some point, everyone needs to take time off from work to recover from a serious illness or injury, take care of a family member with a major medical condition, or bond with a new child. Starting in January 2020, most people who work in the state of Washington will be able to use Paid Family and Medical Leave to help replace their paycheck during these important times.

What is Paid Family and Medical Leave?

Paid Family and Medical Leave is a new state program that allows you to take paid time off to care for yourself or a family member when life's big events happen, such as:



**Bonding with a
newborn, adopted,
or foster child**



**Recovering from
surgery, a serious
illness or injury**



**Supporting a
family member
with a serious
medical condition**



**Certain events
connected to a family
member's active duty
military service**

While you're out, you will receive payments from the state based on a percentage of your typical weekly earnings. Paid Family and Medical Leave is funded through small contributions that come from both workers and many employers.

For more information, visit
www.paidleave.wa.gov

Washington
Paid Family & Medical Leave

How do you qualify?

Nearly everyone who works in Washington will be part of the program. You are eligible when you work at least 820 hours (about 16 hours a week) during the qualifying period, which is about year, and you experience a qualifying event. Part-time, seasonal and temporary workers qualify. You are also eligible if you work for multiple employers.

When does the program start?

Employee benefits begin in January 2020. Washington employees—and many employers—began contributing to the new program starting in January 2019.

How much does the coverage cost employees?

Employees and employers are already contributing to the program. The amount you pay varies by how much you earn. For example, an employee who makes \$50,000 a year pays about \$2.44 each week through payroll deductions. Businesses with fewer than 50 employees are not required to contribute to the program but workers at small businesses are still covered.

How do you apply?

If you or a member of your family experiences a serious medical condition or you welcome a new child into your family, you can apply for benefits through Washington's Employment Security Department starting January 2020.

You'll need to get certified—usually from a medical provider. If you have a planned qualifying event, such as the birth of a child or scheduled surgery, you'll need to give your employer 30 days' advanced notice.

How much time can you take?

12 weeks Eligible employees can take up to 12 weeks of paid leave a year.

16 weeks You may be eligible for up to 16 weeks if you have a personal medical event

and family caregiving event happen in the same year – like giving birth to a baby or caring for an ill or injured family member.

18 weeks In cases related to complications in pregnancy, you may be able to take up to 18 weeks.

You don't have to take your leave all at once. For example, you may take one day off a week to support a family member undergoing chemotherapy treatment or to receive an intermittent medical treatment yourself.

For more information, visit
www.paidleave.wa.gov

Washington
Paid Family & Medical Leave

Washington Paid Family & Medical Leave



What is covered?



Your own medical condition



Caring for family members



Bonding with a child (birth, foster or adoption)



Leave for military families

Am I eligible for benefits?

You are eligible once you have worked 820 hours in Washington during the previous year and you experience a qualifying event. You can apply for benefits starting Jan. 1, 2020.



What is my weekly benefit?

You can get up to 12 weeks of partial pay to care for yourself or a family member during illness or injury, and for maternity and paternity leave if you have a child through birth, adoption or foster placement. You can get 16 to 18 weeks in some extreme circumstances.



The weekly benefit range is up to 90 percent, depending on your income. The less you make, the higher percentage of your pay you get.

Is my job protected while I take leave?

Employees covered by the state program are entitled to job restoration when returning from leave if they:

Work for an employer with 50 or more employees.



Have worked for that employer for 12 months or longer.

Have worked at least 1250 hours for that employer in the past 12 months.



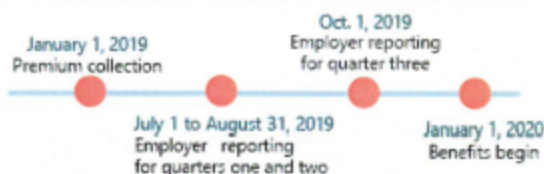
How much does it cost?

If your annual salary is \$50,000, you will pay about \$2.44 per week. The premium is 0.4% of an employee's gross wages and is shared by the employee and employer. Premium collection began Jan. 1, 2019.



**Employment
Security
Department**
WASHINGTON STATE

When does this begin?



For more information visit paidleave.wa.gov

UPDATED 10/2019

Washington Paid Family & Medical Leave

UPDATED 9/2019

A new benefit for military families.

What's covered?



Your own medical condition



Bonding with a child (birth, foster or adoption)



Caring for family members



Leave for military families

Time to care for your family as they care for our country.

Families of our active duty military members play a critical service role to this country. Paid Family and Medical Leave will provide paid time off to:

- Take leave during your family member's R&R.
- Spend time together during reintegration.
- Attend military ceremonies.
- Deal with short-notice deployments.
- Take care of a family member injured in combat or as a result of active duty service.
- Additional qualifying events as defined in the federal Family and Medical Leave Act.

"Family" is more than dependents.



This benefit is for family of active duty servicemembers. That means dependents like spouses and children, but also:

- Parents, step-parents and in-laws
- Grandparents and grandparent in-laws
- Siblings
- Grandchildren

More info at paidleave.wa.gov
Employment Security Department
WASHINGTON STATE

At some time in our lives, we all need to give or receive care. Paid Family and Medical Leave is a new statewide insurance program that will help Washingtonians take paid time off in life's most challenging times. Premium collection began Jan. 1, 2019, and benefit claims begin Jan. 1, 2020.

For military family members working in Washington.

This benefit, starting Jan. 1, 2020, is for all non-federal workers in Washington state. This includes the family of active duty servicemembers who work part- or full-time for businesses of all sizes, in both the private and public sectors. Federal workers, including active duty military, are not eligible.

What's the weekly benefit?

You can get up to 12 weeks of partial pay to care for yourself or a family member during illness or injury, and for maternity and paternity leave if you have a child through birth, adoption or foster placement. You can get 16 to 18 weeks in some extreme circumstances.

up to 90%

The weekly benefit range is up to 90 percent, depending on your income. The less you make, the higher percentage of your pay you get.

How is this paid for?

This is a statewide insurance program and is funded by a small premium that is shared by workers and their employers. The average worker pays just over \$2 per week.

\$2

PAID FAMILY AND MEDICAL LEAVE

How do I calculate the weekly benefit?

The weekly benefit is calculated by the Employment Security Department when an applicant files a claim. This document is meant to be a guide for estimating the benefit. Employers are not required to calculate this benefit.

Step 1 Calculate employee's average weekly wage

The employee's average weekly wage is the employee's total wages paid during the two highest paid calendar quarters during the qualifying period, divided by 26, rounded down to the nearest whole dollar.

The qualifying period is the first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding the application for leave.

Step 2 Over/Under $\frac{1}{2}$ state average weekly wage

Determine if employee's average weekly wage is over $\frac{1}{2}$ State average weekly wage. The State average weekly wage is \$1,190*, and $\frac{1}{2}$ of that is \$595.



* State averages are calculated annually.
Updated 8/1/18.



Step 3: Calculate weekly benefit (2 categories)

1. If employee average weekly wage is LESS THAN $\frac{1}{2}$ state average weekly wage:

If the employee makes less than half of the state's average weekly wage (\$595*), the weekly benefit is equal to 90% of the employee's average weekly wage, rounded down to the nearest dollar with a minimum of \$100.

2. If employee average weekly wage is MORE THAN $\frac{1}{2}$ state average weekly wage:

If the employee makes more than half of the state's average weekly wage, there are two numbers to calculate, Part A and Part B.

To calculate Part A, take 90% of the employee's average weekly wage, capped at half of the state's average weekly wage.

To calculate the Part B, take 50% of the employee's average weekly wage that is above $\frac{1}{2}$ state average weekly wage.

The sum of Part A and Part B, rounded down to the nearest dollar with a cap of \$1,000, is the employee's weekly benefit.

Over for example: →

esd.wa.gov

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

All About SEBB

Am I eligible?

You are eligible for SEBB benefits if you work in a school district or charter school, or are a represented employee of an educational service district, and your employer anticipates you will work at least 630 hours per school year (September 1 through August 31).

<https://www.hca.wa.gov/employee-retiree-benefits/school-employees/how-determine-eligibility#am-i-eligible>

Due to a change made by the SEB Board effective January 1, 2020, all hours for which you receive compensation (for example, sick leave, personal leave, bereavement leave) and paid holidays, will be included when determining how many hours you are anticipated to work, or did work, in the school year.

Your employer will determine if you are eligible for SEBB benefits based on eligibility in WAC 182-31-040 and your specific employment circumstances.

You have the right to appeal the eligibility determination. Visit *[File an appeal: SEBB](#)* to learn how to appeal.

If you, or your children, are currently enrolled in Washington Apple Health (Medicaid) coverage, read the *[Washington Apple Health and SEBB Program fact sheet](#)*.

When do eligibility and coverage begin?

For newly hired employees who meet the eligibility criteria, your **eligibility** begins on your first workday, and your **coverage** begins on the first day of the following month.

Special rules apply for new employees who begin work on or after September 1, but not later than the first day of school. For those employees only, eligibility and coverage begin on your first day.

If your work pattern or schedule changes

If you are **not eligible** for SEBB benefits at the beginning of the school year, but **your work circumstance changes** and your employer now anticipates you will work 630 hours during the school year, you become eligible when your employer tells you about the change. Your coverage begins the first day of the following month.

If you are **not anticipated** to work 630 hours at the beginning of the school year, **but you do actually reach 630 hours**, you become eligible on that day. Your coverage begins the first day of the following month.

If you **are eligible** for SEBB benefits at the beginning of the year, but **your work schedule is revised** so that you are no longer anticipated to work 630 hours during the school year, your eligibility for the employer contribution toward SEBB benefits ends the last day of the month in which the change in your work schedule is effective.

If you return to work from approved leave without pay, your SEBB organization will determine your eligibility by considering whether the work schedule you are returning to, had it been in effect at the start of the school year, would have resulted in meeting the 630-hour eligibility threshold. If you lost eligibility while on leave without pay, you would regain eligibility on the day you return from approved leave without pay. Coverage would begin the first day of the following month.

Eligibility based on hours worked the previous two years

If you work at least 630 hours in two consecutive school years and are returning to the same type of position(s) in the same SEBB organization (school district, participating educational service district, or charter school), you are presumed eligible for SEBB benefits the third year. When calculating hours worked, the SEBB organization will include hours of paid leave (e.g., personal leave hours you used) and paid holidays.

If your district does not consider you eligible after having worked at least 630 hours the previous two consecutive school years, they must notify you in writing of the specific reasons that you are not anticipated to work at least 630 hours. You have the right to appeal the eligibility determination. The letter from your employer will have instructions on how to appeal.

If you work in more than one SEBB organization

All of your paid hours (worked, paid leave hours, and paid holidays) as a school employee within the same school district or charter school, or as a represented employee of the same educational service district (ESD) count in the calculation of hours to determine your eligibility. You cannot “stack” hours from different organizations to reach the eligibility.

Returning school employees have uninterrupted coverage.

Once you are enrolled in benefits, you will receive uninterrupted coverage from one school year to the next as long as:

- You receive SEBB benefits at the end of a school year, and
- Your employer anticipates you will work at least 630 compensated hours the following year.

If you are hired mid-year

If you are hired late in the school year and because of the time of year you are hired, you are not anticipated to work 630 compensated hours before the end of the year, and you are anticipated to work 630 hours during the following year, you will be eligible for benefits if one of the following situations apply:

- You are hired as a 9- to 10-month school employee and your employer anticipates you will work at least 17.5 compensated hours a week in six of the last eight weeks before the last day of school.
- You are hired as a 12-month school employee and your employer anticipates you will work at least 17.5 compensated hours a week in six of the last eight weeks before the end of the school year (August 31).

Changing jobs to between SEBB organizations

Once enrolled, you will have uninterrupted coverage when moving from one SEBB organization to another within the same or following month, and you are anticipated to be eligible for the employer contribution in your new position.

When do eligibility and coverage end?

Your SEBB benefits end the last day of the school year (August 31). Your benefits will end earlier if:

- **Your employer terminates your employment.** Eligibility and coverage end the last day of the month in which the termination notice is effective.
- **You resign.** Eligibility and coverage ends the last day of the month in which your resignation is effective.

- **Your work pattern or schedule is reduced** and your employer no longer anticipates you will work 630 compensated hours during the school year. Coverage ends the last day of the month in which the change is effective.

What if I work fewer than 630 hours in a school year?

If you are anticipated to work fewer than 630 hours, you may be eligible for some benefits based on RCW 41.05740(6)(e), which allows your employer to locally negotiate eligibility criteria at a lower threshold of hours. This is sometimes referred to as "locally eligible employees."

Are my dependents eligible?

Eligible school employees enrolled in SEBB benefits may enroll the following dependents:

- Your legal spouse
- Your state-registered domestic partner, as defined in WAC 182-30-020.
- Your children, up to the last day of the month in which they become age 26 (see below).
- Children with disabilities.
- Extended dependent children who meet specified eligibility criteria.

When you enroll eligible dependents on your SEBB coverage, you are required to provide proof of their eligibility with a document that shows they are your dependents.

How are children defined?

Children are defined as children with whom you have a parent-child relationship as defined in RCW 26.26.101 except when parental rights have been terminated. This definition includes:

- Your children.
- Children of your spouse.
- Children for whom you have assumed a legal obligation for total or partial support in anticipation of adoption.
- Children of your state-registered domestic partner.
- Children specified in a court order or divorce decree to provide support or health care coverage.

Eligible extended dependents

Eligible school employees enrolled in SEBB benefits may enroll a child up to age 26 that is an extended dependent in the legal custody or legal guardianship of the school employee, the school employee's spouse, or the school employee's state-registered domestic partner. The legal responsibility is demonstrated by a valid court order and the child's official residence with the custodian or guardian. Extended dependent child does not include a foster child unless the school employee, the school employee's spouse, or the school employee's state-registered domestic partner has assumed a legal obligation for total or partial support in anticipation of adoption. In addition to *dependent verification* documents, also submit the *SEBB Extended Dependent Certification form*.

Eligible children with disabilities age 26 and older

Eligible children also include children of any age with a developmental disability or physical handicap that renders the child incapable of self-sustaining employment and chiefly dependent upon the employee for support and ongoing care, provided the condition occurred before age 26. You must provide evidence of the disability and evidence the condition occurred before age 26 and their certification is approved.

How do I add my disabled dependent?

You must provide evidence of the disability and evidence the condition occurred before age 26. The SEBB Program, with input from the health plan (if applicable), will periodically verify the disability and dependency of a child with a disability beginning at age 26, but no more than annually after the two-year period following the child's 26th birthday, which will require recertification from you and your dependent's provider. If the SEBB Program does not receive your recertification form within the time allowed, the child will no longer be covered and you will not be able to add the child back onto your coverage until you experience a special open enrollment or during the next annual open enrollment period.

A child with a developmental disability or physical handicap who becomes self-supporting is no longer eligible and their coverage will end as of the last day of the month in which they become capable of self-support. If the child becomes capable of self-support and later becomes incapable of self-support, the child does not regain eligibility as a child with a disability.

In addition to dependent verification documents also submit the SEBB certification of a child with a disability form.

Surviving dependents eligibility

If you die, your dependents will lose their eligibility for the employer contribution toward SEBB benefits. They may be eligible to enroll in PEBB retiree insurance coverage as your survivor, instead of enrolling in SEBB Continuation Coverage. If eligible, your surviving spouse or state-registered domestic partner has PEBB retiree insurance coverage available for life and it is available for your surviving children up to the limiting age for child eligibility.