WALLA WALLA COMMUNITY COLLEGE
EMPLOYER NOTICE OF WASHINGTON PAID FAMILY & MEDICAL LEAVE
STATEMENT OF EMPLOYEE RIGHTS

Employers with employees working in Washington State must provide the following notice to employees who may be eligible for Paid Family and Medical Leave the later of:

- Five business days after an employee's seventh consecutive day of absence due to family or medical leave, or
- Five business days after an employer becomes aware that the employee's absence is due to family or medical leave.

This is your notice that you may qualify for Washington State Paid Family and Medical Leave.

Washington employees who have worked 820 hours or more in the qualifying period and experience(d) a qualifying event have access to Paid Family and Medical Leave.

Employees who have missed work due to family or medical reasons may be eligible for paid family or medical leave for the following qualifications:

- Care for and bond with a child younger than 18 following birth or placement
- Care for yourself or a family member experiencing a serious health condition
- Certain military-connected events.

Paid Family and Medical Leave requires that you give your employer(s) written notice at least 30 days in advance of when you plan to take leave. However, if the reason you need leave was not foreseeable, you may notify your employer(s) as soon as possible.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at www.paidleave.wa.gov/benefit-guide

For more information about how to apply, contact ESD at 833-717-2273 or visit www.paidleave.wa.gov

Important information for when you apply

Walla Walla Community College Employer **UBI #: 363-007-584**
The College's name will appear as: **WASHINGTON STATE COMMUNITY COLLEGE DIST #20**

Walla Walla Community College offers supplemental benefits. Supplemental benefits are the use of paid leave (sick, vacation, paid holidays, and compensatory time) that is no longer considered gross wages for PFML benefit computation. The use of supplemental paid leave will not result in pro-rating the PFML benefit. As a result, employees are able to receive paid leave and PFML benefits exceeding 100% of their regular weekly salary. To utilize the supplemental benefit, you will need to use the following ctcLink reason codes when taking paid leave from WWCC: PFML – Family Leave; PFML – Medical Leave; or FMLA & PFML. If you are receiving Shared Leave, please note that Shared Leave does not qualify as a supplemental benefit and will result in pro-rating of your PFML benefit meaning your PFML benefit will be reduced.