



## Department of Human Resources

*Each Scholar: A Voice. A Dream. A BRIGHT Future.*

**Purpose:** Share updates to agreements with FWEA regarding Paid Family Medical Leave (PFML) and supplemental leave

### **Information Only**

**To:** All certificated staff and ESPs

**Cc:** Shannon McCann, FWEA President  
Chuck Hurt, Puget Sound Uniserv Rep

**Regarding:** Using available paid leave as a supplemental benefit while on Paid Family Medical Leave

**Next Steps:** Read the email below regarding PFML and attend an optional webinar on January 6, 2021 at 4:00PM for Q and A if you have further questions. (See address below)

Team,

This fall, FWPS and FWEA leadership agreed to several adjustments that affect employee use of Washington State's Paid Family and Medical Leave (PFML), including allowing staff to use accrued sick leave to supplement pay from PFML. [Click here to read the full Letter of Agreement.](#)

As a reminder, the [PFML program](#) is a mandatory statewide insurance program that provides paid family and medical leave to eligible employees and is administered by the Employment Security Department (ESD). The weekly PFML benefit amount is calculated by ESD and is generally up to 90% of weekly wages, with a minimum of \$100 per week and a maximum of \$1,000 per week. ESD provides a [benefits calculator](#) on their website to estimate the amount.

**Per our agreement, effective January 1, 2021, secretarial and certificated staff can choose to receive the PFML payment AND their full pay from the district using their accrued and available leave, in full day increments.** (Pay from the district continues to the extent paid leave is available and used to supplement.)

We anticipate that staff will have questions about PFML and how this change may affect them. Please see the answers below that have been prepared jointly by FWPS and FWEA representatives:

**What should I consider when deciding whether to use paid leave as a supplemental benefit while on PFML?**

- PFML is considered an unpaid leave from the district and staff that do not supplement PFML with paid leave do not earn service credit for retirement or movement on the salary schedules. An unpaid leave will impact each individual differently based on their accrued service credit for retirement and experience for salary advancement. **If you would like to know more about calculating service credit, please contact the Washington State Department of Retirement Systems.**
- Time on PFML without supplementation does not count for eligibility for insurance benefits under the School Employee Benefits Board (SEBB); however, staff may continue to be eligible for benefits pursuant to the rules established by SEBB as detailed in our [December 2019 LOA](#).
- As has always been the case, time in an unpaid or paid leave status does not count towards the 1,250 hours for FMLA qualification. Staff members who anticipate ongoing health issues are encouraged to contact our leaves specialists at [leaves@fwps.org](mailto:leaves@fwps.org) to explore the best leave options available to that individual.
- Staff on PFML, without supplementation, do not accrue wellness or vacation.

Consideration	PFML Pay	Supplementing with Paid Leave
Accrue retirement service credit	No	Yes
Accrue credit for movement on salary schedule	No	Yes
Accrue paid leave	No	Yes
Time on PFML counts for SEBB eligibility	No	Yes

- Except in the case of child birth, the first week of PFML is unpaid from the state and leave may be used to maintain pay
- Staff should also consider how much leave they have accrued (can be checked on employee online) and if they can meet their financial obligations on PFML alone
- Staff who exhaust paid leave may end up with unpaid leave in the future.
- Receiving PFML and using your leave to maintain full pay from the district increases your taxable income.
- Staff on PFML may be eligible for [shared leave](#).
- PFML premiums (tax) will not be deducted from leave paid from accrued leave while on PFML ([WAC 192-510-025\(1\)\(h\)](#)).

## What are the parameters for using paid leave to supplement PFML?

- Must be used in “full day increments.”
- Supplemental pay must begin at the start of PFML leave and continue consecutively for the time period the employee designates.
- If staff plan to use their accrued leave, they must tell HR how many days of paid leave they will use to supplement PFML prior to the start of the leave.

Staff on PFML must provide HR the “PFML Claims Report” as soon as it is received

If you have additional questions, please contact our HR leave team at [leaves@fwps.org](mailto:leaves@fwps.org).

We will also be hosting an optional Q&A webinar on Wednesday, January 6 at 4:00PM that will be recorded and posted for later access.

When: Jan 6, 2021 04:00 PM Pacific Time (US and Canada)

Topic: PFML Webinar

Please click the link below to join the webinar:

<https://fwps.zoom.us/j/97656708990>

Or Telephone: US: +1 253 215 8782 or +1 346 248 7799

Webinar ID: 976 5670 8990

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