

FMLA and PFML Patient Guide

Family and Medical Leave Act | Washington State Paid Family and Medical Leave

What is FMLA?

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for medical reasons for themselves or specified family members.

Am I eligible to use FMLA?

YES, if you:

- Work for a public agency, including a local, state, or federal government agency
- Work for a public or private elementary or secondary school
- Have worked for the employer for at least 12 months
- Have a minimum of 1,250 hours of service for the employer during the 12-month period immediately preceding the leave
- Work for a private-sector employer at a location where the employer has at least 50 employees within 75 miles

What can I use FMLA for?

- A serious health condition that makes you unable to perform the essential functions of your job
- The serious health condition of a spouse, child, or parent
- The birth of a child or placement of a child with the employee for adoption or foster care
- Any qualifying event that happens because a spouse, child, or parent is a military member on covered active duty or on call to covered active duty status

How much leave can I take?

You can take 12 work weeks of leave within a 12-month period. You can take up to 26 work weeks of leave during a 12-month period to care for a covered service member with a serious injury or illness, when you are the spouse, child, parent, or next of kin.

This leave can be continuous, intermittent, episodic, or for treatment for you or a family member.

- **Continuous** means you can use all 12 weeks at once.
- **Intermittent** or **reduced schedule** means taking leave in separate blocks of time or reducing the time a person works each day or each work week for a single qualifying reason.
- **Episodic** means you can use the leave for periods of time that occur at irregular intervals.
- **Treatment** means you can use the leave for such things as medical appointments or physical therapy. This can be blocks of time.



(continues on next page)

What is PFML?

Washington state's Paid Family and Medical Leave (PFML) is a benefit for qualifying individuals working in Washington that allows paid time off for their own or a family member's medical condition, child-bonding leave, or military leave.

- The use of FMLA does not reduce your allowed PFML benefit, so it's possible to use both types of leave.
- It's important to note that PFML and FMLA can run concurrently, since many PFML events also qualify for FMLA.
- To see if you qualify for PFML or to create an account and submit your medical certification, visit paidleave.wa.gov.

How do I start the FMLA and PFML process?

To get started, patients or family members requesting family and medical leave can do one of the following:

- Complete the FMLA and PFML questionnaire through the member's kp.org account.
- Download FMLA and PFML paperwork at kp.org/wa.
- Contact the business office of the treating clinician. All staff in the business office at each Kaiser Permanente location are trained to help you through the process. Please note: We do not accept employer FMLA or state PFML forms.

How long will it take to process my FMLA and PFML paperwork?

Kaiser Permanente is committed to processing your FMLA and PFML requests as quickly as possible, well within the standard of 15 days.

Please note: Your employer's human resources team and/or third-party processing company or WA State's Employment Security Department for PFML requests is responsible for ultimate approval or rejection of your FMLA/PFML request. Kaiser Permanente provides a clinical review of your request, provider's signature, and release of FMLA medical certification form only.

How do I get a certificate of birth?

Kaiser Permanente can provide an electronic letter that certifies the birth of your baby. Contact the business office of your treating clinician to have your delivery date and relevant medical information (for example, C-section) added to your existing FMLA forms.

Please note: We do not fill out the "Certification of Birth Form" provided by Washington PFML. You will need to upload your FMLA forms to the Washington PFML site.



FMLA and PFML Patient Guide Checklist

Family and Medical Leave Act | Washington State Paid Family and Medical Leave

□ See if you are eligible for FMLA or PFML

by reviewing what the requirements are to qualify. (See *FMLA and PFML Patient Guide* for instructions.)

□ Complete the Kaiser Permanente intake form following one of these options:

- Complete an online FMLA/PFML questionnaire through your kp.org account or through the Kaiser Permanente Washington mobile app.
- Download the form available at kp.org/wa.
- Ask for a paper copy from the business office of the treating clinician. Please note: We cannot accept employer FMLA or state PFML forms.

□ Submit the completed form

- Allow up to 15 days for the request to be processed. Missing information or duplicate requests may cause delays.
- If you complete the form through your kp.org account or the mobile app, it will automatically be routed for processing once it's submitted.
- All paper forms can be physically turned in at the business office of the treating clinician. Please note: A release of information authorization may be required.

□ Obtain the certification letter

- The certification letter can take up to 15 days.
- If you complete the form through your kp.org account or the mobile app and indicate you would like the certification

released to you, the letter can be found in the "Requested Records" section of the "Document Center."

- If you complete the paper form, the patient or family member requesting the FMLA or PFML certification will receive the signed medical certification form as you requested (in person, by fax, or by mail).

Get help

Can someone help me complete the intake form?

Please contact the business office of the treating clinician. The patient access representative at each Kaiser Permanente location is trained to help you through the process.

How do I know my request is being processed?

Once the intake form has been submitted, please allow up to 15 days to receive the certification letter. If it has been more than 15 days, please contact the business office of the treating clinician.

How do I request non-FMLA leave (such as short-term disability)?

Follow up with your employer's human resources department to learn about eligibility requirements and needed forms for other types of leave. All forms should be submitted to the business office of the treating clinician.