



Pregnancy-Related Leave Guide

This guide summarizes the different types of pregnancy leave available to full-time and part-time regular, provisional, probationary and term-limited temporary employees in the Executive Branch departments (Department of Executive Services, Department of Transportation, Department of Public Health, Department of Adult and Juvenile Detention, Executive Office, Department of Development and Environmental Services, Department of Natural Resources and Parks, Department of Judicial Administration, Office of Information Resource Management, and Department of Community and Human Services.) However, because administrative procedures related to leave can differ across the county (due to factors such as different job responsibilities, work schedules and **collective bargaining agreements**); consult with your human resources department contact or designee to confirm that the information in this guide applies to you.

Always notify your supervisor, human resources department contact or designee before you take pregnancy related leave and when you plan to return from pregnancy leave; your supervisor, human resources department contact or designee must approve any leave request. In some cases, your human resources service delivery manager or appointing authority (someone with hiring authority for your work unit) may need to approve your leave request, too.

Your human resources department contact or designee can also advise you of any forms (available at www.kingcounty.gov/employees/benefits/leaveadministration/forms) or other documentation needed to process your pregnancy leave request including a return to work notice.

This Pregnancy Related Leave Guide may also be found online at www.kingcounty.gov/employees/benefits/leaveadministration. The following table displays the interactions of federal, state and county laws and ordinances that are available for pregnancy and childbirth related leaves of absence:

COMPARISON TABLE	Family and Medical Leave Act (FMLA)	King County Family and Medical Leave (KCFML)	Washington Family Leave Act (WFLA)	Washington Family Care Act (WFCA)	Pregnancy, Childbirth and Pregnancy related Conditions (PCPRC)
Female King County employee is disabled due to a pregnancy or childbirth related condition	Page 3 (medical cert. required)	Page 3 (medical cert. required)	Page 3 (medical cert. required)	Not available	Page 3 (medical cert. required)
Serious health condition of your spouse/domestic partner due to a pregnancy or childbirth	Page 6 (medical cert. required)	Page 6 (medical cert. required)	Page 6 (medical cert. required)	Page 6 (medical cert. required)	Not available
Your healthy newborn child (child bonding)	Page 7 (medical cert. required)	Page 7 (medical cert. required)	Page 7 (medical cert. required)	Not available	Not available
Serious health condition of your newborn child	Page 8 (medical cert. required)	Page 8 (medical cert. required)	Page 8 (medical cert. required)	Page 8 (medical cert. required)	Not available

For more information, please refer to the pregnancy related laws found online at: www.kingcounty.gov/employees/benefits/leaveadministration.

The provisions of this guide confer neither new privilege, right of employment, right of appeal, right of position, transfer, demotion, promotion, reinstatement nor any other right for any individual. This guide does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action. Should information in this guide conflict with the law or **collective bargaining provisions** or binding practices, the latter will prevail. The information set forth in this manual are subject to change and may be modified, suspended or revoked without notice in whole or in part.

Family and Medical Protected Leave for Pregnancy and Childbirth Related Leave

To balance the demands of the workplace with the needs of families, King County employees can access federal, state, and county laws and ordinances for pregnancy, childbirth or pregnancy related conditions. Examples of leaves of absence for pregnancy or childbirth related conditions include leave for bonding with a newborn child or a disability related to a pregnancy or childbirth related condition. Each family and medical leave law provides a different set of benefits and entitlements and, in some cases, can be used concurrently with other leave laws.

Depending on your needs, there are several laws and ordinances that apply to pregnancy leave: the federal Family and Medical Leave Act (FMLA), the King County Family and Medical Leave (KCFML) ordinance, the Washington Family Leave Act (WFLA), the Washington Family Care Act (WFCA), Washington Administrative Code 162-30-020 Pregnancy, Childbirth and Pregnancy Related Conditions, and Leave without Pay (LWOP).

How to request pregnancy or childbirth related leave

To request a family and medical leave for a pregnancy or childbirth related condition, you must submit a *Protected Family and Medical Leave Request Form* to your supervisor, human resources department contact or designee 30 days in advance when your leave is foreseeable, or as soon as possible and practical after the need for leave is known. You must also submit a *Certification of Health Care Provider for Employee's Serious Health Condition* within 15 business days of a request from your human resource department contact or designee. If the medical certification is incomplete or insufficient, your supervisor, human resources department contact or designee may provide you with a written list of questions to clarify with the healthcare provider. You will have 7 calendar days to return the completed form. You may be required to provide return to work updates periodically while on leave when requested by your supervisor, human resources department contact or designee.

To request a family and medical leave for bonding with your newborn or newly placed foster or adopted child, you must submit a *Protected Family and Medical Leave Request Form* to your supervisor, human resources department contact or designee 30 days in advance when your leave is foreseeable, or as soon as possible and practical after the need for leave is known. You must also submit documentation that, at a minimum, verifies the birth of a newborn child (i.e., birth certificate, written statement, or court documents) or placement of the foster or adopted child.

These forms can be accessed at www.kingcounty.gov/employees/benefits/leaveadministration/forms or obtained from your human resource department contact or designee.

How pregnancy or childbirth related leave works

The Family and Medical Leave Act (FMLA) and the Washington Family Leave Act (WFLA) begins on the first day of your absence, beginning with any paid leave you have available and continuing as unpaid leave when your paid leave ends, unless otherwise specified in your labor agreement. King County Family and Medical Leave (KCFML) begins the first day you are no longer being paid from your own sick leave, vacation leave or other earned leave accruals and/or you use donated leave unless otherwise specified in your labor agreement.

The Washington Family Care Act (WFCA) is a separate law from FMLA and allows you to choose to use earned sick leave or other paid time off to care for a covered family member with certain health conditions. This law does not apply if you do not have paid leave. If you take leave under WFCA and it qualifies under FMLA, your leave is also counted as FMLA leave. WFCA does not provide additional time off (paid or unpaid) beyond what you already have through your collective bargaining agreement or other county policies. You must still follow applicable procedures for taking leave when requesting use of your sick leave or other paid time off under WFCA.

The Pregnancy, Childbirth or Pregnancy Related Conditions (PCPRC) law is a separate law from other family and medical leave laws. The day your PCPRC leave begins is the first day that your health care provider certifies that you have a pregnancy or childbirth related temporary disability. PCPRC leave continues for the duration of the pregnancy or childbirth related disability. For PCPRC leave you may either take the leave as paid or unpaid time

using your own sick leave, vacation leave or other earned leave accruals and/or you may use donated leave unless otherwise specified in your labor agreement. PCPRC leave may be in addition to FMLA, WFLA and other applicable family leave laws and may be used at the discretion of the employee.

Leave may be taken on a reduced or intermittent work schedule if medically necessary for a serious health condition (either your condition or a family member's condition). When leave is taken after the birth or placement of a child for adoption or foster care, you may take leave intermittently or on a reduced leave schedule only if authorized by your human resources department contact or designee. If you request intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the human resources department contact or designee may require you to transfer temporarily to an available alternative position for which you are qualified and that has equivalent pay and benefits and that better accommodates recurring periods of leave than the regular position of the employee. If you are moved to an alternative position, you are returned to your regular position when the intermittent or the reduced leave schedule ends.

If the leave was for your own serious health condition then you must submit a release from your healthcare provider to your supervisor, human resources department contact or designee prior to your return to work. If the leave was for a reason other than your own serious health condition or for bonding with a child, you must notify your supervisor, human resources department contact or designee prior to your return to work.

Benefits coverage

Under FMLA/WFLA/WFCA/KCFML, you receive the same county-paid health benefits (medical, dental and vision) you had when on paid status immediately before you began leave. Under PCPRC, you are not entitled to county-paid health benefits (medical, dental and vision) unless you choose to self-pay for COBRA benefits, use paid accruals, choose to begin concurrent use of FMLA, WFLA, and/or WFCA entitlements or are eligible and begin to use unpaid KCFML entitlements. If you go on unpaid status, Benefits, Payroll and Retirement Operations staff will contact you about self-paying to continue any life, accidental death and dismemberment or long-term disability insurance you had prior to your leave. You will also be contacted about self-paying to continue health coverage under COBRA when your county-paid health benefits end. Self-pay information will not be sent to the employee until completed leave information is received from the department.

Loss of county-paid health benefits occurs on the last day of the month you lose eligibility, resign, are terminated, retire or exhaust your benefit-protected leave of absence. County-paid health benefits are resumed once you return to work in a benefit-eligible position and work enough hours to establish benefit eligibility. Under certain circumstances, you may be able to establish benefit eligibility by supplementing a reduced work schedule with intermittent leave benefits under FMLA/WFLA/WFCA/KCFML. When you return from a leave of absence in which you lost benefit coverage, your coverage resumes on the first day of the month following your return to a benefit-eligible position.

Leave by a female King County employee disabled due to a pregnancy or childbirth related condition

Female employees temporarily disabled because of pregnancy, childbirth or pregnancy related conditions are eligible for leave for the period of time that she is sick or temporarily disabled. This leave may be in addition to FMLA/WFLA. The employer may require a medical certification for leave. You may choose to take this leave as paid or unpaid leave. If you take paid leave using your leave accruals, you are afforded the same county-paid health benefits (medical, dental and vision) and insurance coverage you had immediately before you began leave. If you take this leave as unpaid, Benefits and Retirement Operations (BROS) staff will contact you about self-paying to continue health coverage under COBRA and any basic or supplemental life, accidental death and dismemberment or long-term disability insurance you had prior to your leave.

How pregnancy or childbirth related disability leave interacts with other family and medical leave entitlements

During your leave for pregnancy, childbirth or a pregnancy related disability, you may be eligible to concurrently use FMLA/WFLA or KCFML leave entitlements. Once you enter an unpaid status, or choose to not use paid accruals, PCPRC and KCFML will run concurrently. You may elect to simultaneously use FMLA/WFLA with PCPRC at any time during the disability to maintain county-paid health benefits. The simultaneous use of leave entitlements will reduce the amount of your annual entitlements under FMLA, WFLA and/or KCFML.

Timelines

Scenario 1: A pregnant female King County employee becomes disabled during pregnancy and has 3 weeks of sick leave (120 hours) and 3 weeks of vacation leave (120 hours). She qualifies for FMLA/WFLA but has chosen* to save this time until the baby is born. She does not want to have to self-pay for COBRA medical benefits and has chosen to use all of her paid accruals to remain in a paid status and retain King County paid medical benefits.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-14	Week 15-16	Week 17-18	Week 19-20	Week 21-22	Week 23-24	Week 25-26	Week 27-28	Week 29-30	Week 31-32
Sick Leave		Vacation Leave		All Sick and Vacation Leave exhausted			Child born/Pregnancy disabling condition ends. No childbirth related disabling condition exists								
Begins use of PCPRC			Begins concurrent use of KCFML and PCPRC			PCPRC ends. Begins use of FMLA/WFLA and continues use of KCFML					FMLA/WFLA/KCFML exhausted, no job protection rights exist				
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions			Use of KCFML or FMLA/WFLA provides medical, dental and vision benefits paid by King County. During this unpaid status the employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying									Lose all medical and non-medical coverage. Employee must self pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority			

Scenario 2: A pregnant female King County employee becomes disabled during pregnancy and has no paid accruals (sick or vacation leave). Her pregnancy disabling condition lasts for 14 weeks. She has only been employed with King County for 4 months and does not qualify for FMLA/WFLA or KCFML entitlements.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-14	Week 15-16	Week 17-18	Week 19-20	Week 21-22	Week 23-24	Week 25-26	Week 27-28	Week 29-30
Pregnancy disabling condition begins. No paid accruals available							Child born/Pregnancy disabling condition ends. No childbirth related disabling condition exists							
Begins use of PCPRC							PCPRC rights ends. No job protections rights exist							
Lose all medical and non-medical coverage. Employee must self pay for medical, dental, and vision benefits through COBRA. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits.							Employee must continue to self-pay for all health and non-health benefits. Upon the birth of the child and the end to the pregnancy disabling condition, the employee has no job protection rights. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority.							

Scenario 3: A pregnant female King County employee becomes disabled during pregnancy and has 4 weeks of sick leave (160 hours) and 8 weeks of vacation leave (320 hours). She qualifies for FMLA/WFLA/KCFML but has chosen* to save her FMLA/WFLA entitlements and her vacation leave accruals. Under PCPRC she would not be required to use her paid leave accruals.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-14	Week 15-16	Week 17-18	Week 19-20	Week 21-22	Week 23-24	Week 25-26	Week 27-28	Week 29-30	Week 31-32	Week 33+		
Sick Leave		Sick Leave exhausted/ Enter an unpaid status			Child born/ Pregnancy disabling condition ends/ Begins use of Vacation Leave				All Vacation Leave exhausted									
Begins use of PCPRC		Begins use of KCFML concurrent with PCPRC			PCPRC ends/KCFML suspended/ Begins use of FMLA/WFLA				Restarts KCFML/ Continues FMLA/ WFLA		FMLA/WFLA exhausted/ KCFML continues				KCFML exhausted			
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions		Since in an unpaid status using KCFML, only medical, dental, and vision paid by King County. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits			Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions				Since in an unpaid status, only medical, dental, and vision paid by King County. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits								Lose all medical and non-medical coverage. Employee must self pay for medical, dental, and vision benefits through COBRA. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits	

Scenario 4: A pregnant female King County employee becomes disabled during pregnancy and has 4 weeks of sick leave (160 hours) and 6 weeks of vacation leave (240 hours). She qualifies for FMLA/KCFML but has chosen* to save this time until the baby is born. She does not want to have to self-pay for COBRA medical benefits and has chosen to use all of her paid accruals to remain in a paid status and maintain King County paid medical benefits. At the birth of the child she acquires a childbirth related disability.

Wk 1-2	Wk 3-4	Wk 5-6	Wk 7-8	Wk 9-10	Wk 11-12	Wk 13-14	Wk 15-16	Wk 17-18	Wk 19-20	Wk 21-22	Wk 23-24	Wk 25-26	Wk 27-28	Wk 29-30	Wk 31-32	Wk 33-34	Wk 35-36	Wk 37-38	Wk 39-40	Wk 41-42	Wk 43-44	Wk 45-46	Wk 47-48	Wk 49-50	Wk 51-52	Forward
Sick Leave		Vacation Leave			Child born/Pregnancy disability ends/ Childbirth related disability begins/ All Sick and Vacation Leave exhausted										Childbirth related disabling condition ends											
Begins use of PCPRC					Continues PCPRC leave/ Begins use of FMLA/WFLA/ KCFML				FMLA/WFLA exhausted, KCFML and PCPRC continue		KCFML exhausted, no KCFML related job protection rights exist PCPRC continues with PCPRC job protection rights					PCPRC ends, no job protection rights exist										
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions					Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits										Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority											

Scenario 5: A pregnant female King County employee becomes disabled during pregnancy and has 4 weeks of sick leave (160 hours) and 6 weeks of vacation leave (240 hours). She qualifies for FMLA/WFLA and KCFML. She does not have enough paid accruals to last until the birth of the child and must self-pay for her medical benefits. At the birth of the child she acquires a childbirth related disability.

Wk 1-2	Wk 3-4	Wk 5-6	Wk 7-8	Wk 9-10	Wk 11-12	Wk 13-14	Wk 15-16	Wk 17-18	Wk 19-20	Wk 21-22	Wk 23-24	Wk 25-26	Wk 27-28	Wk 29-30	Wk 31-32	Wk 33-34	Wk 35-36	Wk 37-38	Wk 39-40	Wk 41-42	Wk 43-44	Wk 45-46	Wk 47-48	Wk 49-50	Wk 51-52	Forward
Sick Leave		Vacation Leave			All Sick and Vacation Leave exhausted				Child born/Pregnancy disability ends/Childbirth related disability begins										Childbirth related disabling condition ends							
Begins use of PCPRC					PCPRC continues/ Begins use of KCFML				PCPRC/KCFML continues/ Begins use of FMLA/WFLA				FMLA/WFLA and KCFML exhausted, no related job protection rights exist. PCPRC job protections apply					PCPRC ends, no job protection rights exist								
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions					Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits										Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority											

Scenario 6: A pregnant female King County employee becomes disabled during childbirth and has 4 weeks of sick leave (160 hours) and 6 weeks of vacation leave (240 hours). She has chosen* to save her FMLA/KCFML entitlements and all of her vacation leave accruals until her PCPRC rights are exhausted. Leave to bond with her newborn child will be used if any leave entitlements remain.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-14	Week 15-16	Week 17-18	Week 19-20	Week 21-22	Week 23-24	Week 25-28	Week 29 - Forward
Child born/Sick Leave/Childbirth related disability begins		All sick leave exhausted/ Employee chooses to reserve all vacation leave accruals/Childbirth related disability continues			Childbirth related disability ends/ Begins use of Vacation Leave			Vacation leave exhausted					
Begins use of PCPRC		PCPRC continues/ Begins use of KCFML			PCPRC ends/ Begins use of FMLA/WFLA			FMLA/WFLA continues/ resumes use of KCFML		FMLA/WFLA ends/ KCFML continues		KCFML exhausted, no job protection rights exist	
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions		Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits			Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions			Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits				Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor	

*King County designates FMLA status for qualified conditions except during leave for childbirth or pregnancy related condition. During this type of disabling condition, the employee can choose to concurrently use FMLA/WFLA with PCPRC but is not required to do so.

Scenario 7: A pregnant female King County employee gives birth and has no sick or vacation leave accruals. She qualifies for both FMLA and KCFML and will use the 12 weeks of paid parental leave after the baby is born. This leave is for bonding with the newborn child and must be used within 12 months of the birth. The employee expects to be out for 18 consecutive weeks.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-18
No sick or vacation accruals available Using Paid Parental Leave to remain in paid status for 12 weeks						Paid Parental Leave exhausted Enters unpaid status
Protected under FMLA and KCFML						FMLA exhausted. Continues KCFML
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions						Enters unpaid status under KCFML. Medical, dental, and vision paid by King County. Employee may choose to self-pay for basic and supplemental life, AD&D, LTD insurance coverage

Scenario 8: A pregnant female King County employee gives birth and has six weeks (240 hours) of vacation leave accruals. She qualifies for FMLA, KCFML and for paid parental leave. Since she has six weeks of vacation accruals she will use her own accruals for the first six weeks of leave and then use paid parental leave for an additional six weeks. This leave is for bonding with the newborn child and must be used within 12 months of the birth. The employee expects to be out for 18 consecutive weeks.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-18
Vacation Leave			Vacation Leave exhausted Using Paid Parental Leave			Paid Parental Leave exhausted Enters unpaid status
Protected under FMLA and KCFML						FMLA exhausted. Continues KCFML
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions						Enters unpaid status under KCFML. Medical, dental, and vision paid by King County. Employee may choose to self-pay for basic and supplemental life, AD&D, LTD insurance coverage

Leave for spouse/domestic partner with a serious health condition related to pregnancy or childbirth

To take a leave of absence for the serious health condition of your spouse/domestic partner you may be eligible under several laws and ordinances that provide protected family and medical leaves of absence. The most common applicable laws for this leave reason include the Family and Medical Leave Act (FMLA)/Washington Family Leave Act (WFLA), the Washington Family Care Act (WFCA), and the King County Family and Medical Leave (KCFML) Ordinance. If both the spouse and the pregnant employee work for King County, the 12 weeks of FMLA and the 18 weeks of KCFML must be shared. Leave for a domestic partner is only covered under KCFML, WFLA and WFCA.

How leave for the serious health condition of spouse/domestic partner interacts with other family and medical leave entitlements

During your use of paid accruals to care for the serious health condition of your spouse, you may be eligible to concurrently use FMLA/WFLA/WFCA leave entitlements. WFCA entitlements will continue after the exhaustion of FMLA/WFLA if paid leave accruals are available. Once you exhaust your paid accruals and enter an unpaid status, you will begin to additionally use your 18 weeks of eligible KCFML leave. This simultaneous use of leave entitlements will reduce the amount of your annual entitlements under FMLA, WFLA, WFCA, and/or KCFML.

To care for the serious health condition of your domestic partner you may be eligible to use KCFML, WFLA or WFCA leave entitlements. For KCFML coverage, a current domestic partnership affidavit must be on file with BPROS. For WFLA and WFCA coverage the domestic partnership must be registered with the Washington Secretary of State. KCFML begins the first day you are no longer being paid from your own sick leave, vacation leave or other earned leave accruals and/or you use donated leave unless otherwise specified in your labor agreement.

Timeline

Scenario 1: A male King County employee wishes to take time off to care for the serious health condition of his spouse due to a pregnancy complication. The employee has 3 weeks of sick leave (120 hours) and 4 weeks of vacation leave (160 hours). He has not used any prior FMLA/WFLA/WFCA/KCFML leave in the preceding 12 months and is eligible for full FMLA/WFLA/WFCA/KCFML benefits and entitlements.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-14	Week 15-16	Week 17-18	Week 19-20	Week 21-22	Week 23-24	Week 25-26	Week 27-28	Week 29-30	Week 31-32	Forward	
Sick Leave		Vacation Leave		All Sick Leave and Vacation Leave exhausted													
Begins use of FMLA/WFLA/WFCA				WFCA ends/ FMLA/WFLA continue/ Begins use of KCFML		FMLA/WFLA exhausted/ Continues use of KCFML				KCFML exhausted, no job protection rights exist							
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions				Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits								Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority					

Leave for healthy newborn or newly placed foster or adopted child (child bonding)

To take a leave of absence for the birth/baby bonding of your healthy child you may be eligible for several laws and ordinances that provide protected family and medical leaves of absence. The most common applicable laws for this leave reason include the Family and Medical Leave Act (FMLA)/Washington Family Leave Act (WFLA), and the King County Family and Medical Leave (KCFML) ordinance.

For leave due to bonding with a child, a husband and wife both employed by King County are limited to a combined total of 12 weeks of leave under FMLA and up to a combined total of 18 weeks of leave under KCFML. For leave due to bonding with a child under WFLA an employee and his or her Washington State registered domestic partner who is also employed by King County are limited to a combined total of 12 weeks of leave for birth, adoption or placement of a child or to care for either individual's parent. Any family and medical leave taken to bond with a child must be used within 12 months from the date of the birth, placement or adoption of the child.

How leave for a healthy newborn child interacts with other family and medical leave entitlements

During your use of paid accruals under FMLA/WFLA leave you will remain in a benefits eligible status and may be eligible for up to 12 weeks of leave in a rolling 12 month period, providing no FMLA has been used in the prior 12 months. Once you enter an unpaid status you will begin to concurrently use your 18 weeks of eligible KCFML leave. This simultaneous use of leave entitlements will reduce the amount of your annual entitlements under FMLA, WFLA and/or KCFML.

Timelines

Scenario 1: A male King County employee wishes to take time off to bond with his healthy newborn child. The employee has 4 weeks of sick leave (160 hours) and 4 weeks of vacation leave (160 hours). He has worked for King County for 3 years and worked 1,850 hours during the 12 months immediately preceding the leave request. He has not used any prior FMLA/WFLA/KCFML leave in the preceding 12 months and is eligible for full FMLA/WFLA/KCFML benefits and entitlements. No medical certification is required for this type of leave.

Wk 1-2	Wk 3-4	Wk 5-6	Wk 7-8	Wk 9-10	Wk 11-12	Wk 13-14	Wk 15-16	Wk 17-18	Wk 19-20	Wk 21-22	Wk 23-24	Wk 25-26	Wk 27-28	Wk 29-30	Wk 31-32	Wk 33-34	Wk 35-36	Wk 37-38	Wk 39-40	Wk 41-42	Wk 43-44	Wk 45-46	Wk 47-48	Wk 49-50	Wk 51-52	Wk 53-54	
Sick Leave		Vacation Leave		All Sick Leave and Vacation Leave exhausted																							
Begins use of FMLA/WFLA				FMLA/WFLA continues/ Begins use of KCFML		FMLA/WFLA exhausted/ Continues use of KCFML								KCFML exhausted, no job protection rights exist													
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions				Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to maintain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits								Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority															

Scenario 2: A male King County employee wishes to take time off to bond with his newly adopted child. The employee decides to wait until 10 months after the adoption of the child to request a FMLA/WFLA/KCFML leave of absence for bonding with his child. The employee has 4 weeks of sick leave (160 hours) and 4 weeks of vacation leave (160 hours) and is eligible for full FMLA/WFLA/KCFML leave entitlements.

Wk 1-2	Wk 3-4	Wk 5-6	Wk 7-8	Wk 9-10	Wk 11-12	Wk 13-14	Wk 15-16	Wk 17-18	Wk 19-20	Wk 21-22	Wk 23-24	Wk 25-26	Wk 27-28	Wk 29-30	Wk 31-32	Wk 33-34	Wk 35-36	Wk 37-38	Wk 39-40	Wk 41-42	Wk 43-44	Wk 45-46	Wk 47-48	Wk 49-50	Wk 51-52	Forward	
Sick Leave		Vacation Leave		All Sick Leave and Vacation Leave exhausted																							
Begins use of FMLA/WFLA				No family and medical leave available unless the child has a serious health condition. FMLA/WFLA/KCFML exhausted since the bonding leave was not used within 12 months of the adoption. No job protection rights exist																							
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions				Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority																							

Leave for the serious health condition of newborn, newly placed or adopted child

To take a leave of absence for the serious health condition of your child you may be eligible for several laws and ordinances that provide protected family and medical leaves of absence. The most common applicable laws for this leave reason include the Family and Medical Leave Act (FMLA)/Washington Family Leave Act (WFLA), the Washington Family Care Act (WFCA), and the King County Family and Medical Leave (KCFML) Ordinance. For leave due to the serious health condition of a child, a husband and wife both employed by King County are limited to a combined total of 12 weeks of leave under FMLA/WFLA and up to a combined 18 weeks of leave under KCFML. Leave to care for the serious health condition of the child must be medically necessary and be certified by your health care provider on a medical certification form.

How leave for the serious health condition of a child interacts with other family and medical leave entitlements

During your use of paid accruals to care for the serious health condition of your child, you will concurrently use FMLA/WFLA/WFCA leave entitlements. WFCA entitlements will continue after the exhaustion of FMLA/WFLA if paid leave accruals are available. Once you exhaust your paid accruals and enter an unpaid status, you may be eligible for up to 18 weeks of eligible KCFML leave. This simultaneous use of leave entitlements will reduce the amount of your annual entitlements under FMLA, WFLA, WFCA, and/or KCFML.

Timeline

Scenario 1: A male King County employee wishes to take time off to care for the serious health condition of his newborn child. The employee has 7 weeks of sick leave (280 hours) and 10 weeks of vacation leave (400 hours). He has not used any prior FMLA/WFLA/WFCA/KCFML leave in the preceding 12 months and is eligible for full FMLA/WFLA/WFCA/KCFML benefits and entitlements.

Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13-14	Week 15-16	Week 17-18	Week 19-20	Week 21-22	Week 23-24	Week 25-26	Week 27-28	Week 29-30	Week 31-32	Week 33-34	Week 35-36	Week 37-38	Week 39-40	Week 41-42	Week 43-44	Week 45-46	Week 47-48	Week 49-50	Week 51-52	Forward
Child born/ Sick Leave				Vacation Leave				All Sick Leave and Vacation Leave exhausted																		
Begins use of FMLA/WFLA/WFCA					FMLA/WFLA exhausted/ Continues use of WFCA		WFCA ends/ Begins use of KCFML					KCFML exhausted, no job protection rights exist														
Health and insurance benefits as if you were still working. Basic and supplemental life, AD&D, LTD insurance coverage paid through paycheck deductions. FMLA/WFLA exhausted after 12 weeks							Since in unpaid status, only medical, dental, and vision paid by King County. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits							Lose all medical and non-medical coverage. Employee must self-pay for medical, dental, and vision benefits through COBRA. Employee may choose to retain basic and supplemental life, AD&D, LTD insurance coverage by self-paying for these benefits. Separation from county service may occur if employee does not return to work. A request for a Leave of Absence Without Pay (LWOP) may be available at the discretion of the supervisor/appointing authority												