

Know Your Workplace Rights

Keep Your Work-Life Balanced

As a Washington (WA) state worker, understanding your workplace rights can help you protect your health, support your family, and maintain a healthy work-life balance.

Learn about your rights to:

- Paid Family and Medical Leave (PFML)
- Paid Sick Leave (PSL)

Knowing these rights empowers you to take the time you need while keeping your job secure. Work should support your life—not feel like a prison that makes you miss what matters most.

What Is Paid Medical & Family Leave in WA?

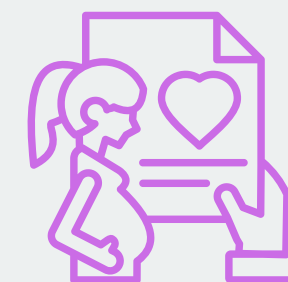
➤ Paid Family Leave (PFL) and Medical Leave (PML) is a Washington State-administered statutory program that provides eligible workers with the legal entitlement to take paid leave from employment for qualifying medical, family and military related circumstances, while receiving partial wage replacement benefits up to 90% of average weekly wage.

PFL: For the adoption, birth or placement of a child, to care for family member with a serious health condition, and for a qualifying military exigency.

PML: Your serious health condition, for prenatal or postnatal care, including complications, and any leave taken by a birthing parent postnatal period, and qualifying military exigency

Who qualify for Paid Medical and Family Leave?

- Workers who worked at least 820 hours in Washington state within the past four quarters.
- Workers can combine work from different employers, including part-time, full-time, and overtime hours.
- Workers who experience a qualifying life event, as listed below:
 - Your serious health condition prevents you from working
 - For pre & postnatal care, including complications
 - Any leave taken by a birthing parent postnatal.
 - To care for a family member with serious health conditions
 - To bond with a new biological, adopted, or placed baby
 - Spend time with a family member who is to be deployed or return from overseas deployment (Military Exigency)



Important Notes on PFML

- **Application Requirement:** As with other programs, workers must apply and submit all required PML and PFL documentation for review and approval. Eligibility, approval status, and wage replacement benefits may vary among workers based on each individual's qualifications and circumstances.
- **Your Legal Right:** As a qualifying Washington worker, taking Paid Family Leave (PFL) and/or Paid Medical Leave (PML) is your legal right. Employers are prohibited from retaliating against you for exercising this right.
- **Job Protection:** As a worker who takes PFL and/or PML, your job may be protected by law if your employer has more than 50 employees within a 75-mile radius and you have worked at least 1,250 hours during the past 12 months, or if your employer's policy provides such protection.
- **Health Insurance Continuation:** If you qualify for job protection while taking PFL and/or PML, your employer must maintain your health insurance coverage under the same terms as if you were actively working. You remain responsible for paying your regular employee share of the premium.

Paid Sick Leave (PSL)

Under Washington State law, employees accrue **1 hour of paid sick leave for every 40 hours worked**. Paid Sick Leave may be used for:

- Your own health needs
- Caring for a family member
- Public health emergencies
- For absences that qualify for leave under the state's Domestic Violence Leave Act
- To prepare for or participate in a judicial or administrative immigration proceeding for themselves or a family member.

Employees may **carry over up to 40 hours of unused paid sick leave each year**. There is no overall limit on the number of hours you may accumulate over time.

Please note that **1 hour per 40 hours worked is the minimum required by Washington State law**. Some employers may offer a more generous accrual rate. Employees should confirm their specific Paid Sick Leave policy with their employer.

Additional Rights Under Washington Paid Sick Leave (PSL)

- Employees may begin using accrued Paid Sick Leave **starting on the 90th calendar day of employment**.
- Paid Sick Leave must be **paid at the employee's normal hourly rate of pay**.
- Employers are **legally required to inform employees of the amount of Paid Sick Leave available** at the time of hire.
- Employers must **provide a statement including Paid Sick Leave accrued, used, and balance to employees at least once per month**.
- Employers **may not discipline, retaliate against, or terminate an employee for using accrued Paid Sick Leave** as permitted by law.

NEED HELP OR MORE INFORMATION?

If you would like to learn more about your legal rights regarding Paid Family and Medical Leave (PFML), Paid Sick Leave (PSL), or any other topics related to your rights as a Washington worker, need assistance completing an application, or believe you have experienced employer retaliation or discrimination for exercising your rights, Horn of Africa Services (HOAS) is here to help.

Horn of Africa Services (HOAS)

Phone: (206) 760-0550, Email: info@hoas.org
5303 Rainier Ave S, Suite D, Seattle, WA 98118

Know Your Rights. Protect Your Job. Support Your Family.
This outreach effort is conducted in partnership with the
Washington State Department of Labor & Industries.