



"Creating Life Opportunities"

Policy and Procedure # 663

Washington State Family Cares Act Policy

Approval: _____ Effective Date: 11/1/2024

POLICY:

The Washington State Family Cares Act ensures that employees can use accrued paid leave to care for immediate family members with health needs. The following policy outlines the rights and responsibilities related to this act.

DEFINITIONS:

- **Family Member:** A child, spouse, domestic partner, parent, parent-in-law, grandparent, or grandchild.
- **Paid Leave:** Accrued paid time off (PTO), sick leave, or other paid leaves entitled to the employee.
- **Health Needs:** Any physical or mental illness, injury, or medical condition requiring care or supervision.

PROCEDURE:

1. USAGE OF PAID LEAVE

Employees are entitled to use accrued paid leave for qualifying family care situations.

- a. Employees must request such leave in accordance with standard request policies.
- b. Documentation may be required to substantiate the need for leave.
- c. Leave requests should specify the relationship of the family member and the nature of care required.

2. NOTICE REQUIREMENTS

- a. Employees must give as much notice as possible when intending to use leave for family care.
- b. Wherever feasible, notice should be provided at least 10 days in advance.
- c. In emergencies, employees should notify their supervisor as soon as practicable.

3. DOCUMENTATION

- a. Upon returning, employees may need to provide documentation for the leave.
- b. Acceptable documentation includes such things as a doctor's note or proof of appointment.
- c. Supervisors must handle all documentation confidentially.

4. EMPLOYMENT PROTECTIONS

- a. Taking protected family care leave will not affect an employee's job status.
- b. Employees are entitled to return to the same or equivalent position after the leave.



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- c. The use of family care leave will not result in any loss of seniority or employment benefits.

5. IMPLICATIONS FOR ABSENCES

- a. Absences due to family care covered under this policy will not count towards disciplinary action for absenteeism.
- b. Employees must use proper leave codes in Paycom when recording this time.
- c. Excessive absenteeism may still lead to reviews if it does not respect family care rights.

For further clarification or assistance, employees should contact Human Resources.