



# YES FOR EARLY SUCCESS COOPERATIVE

## Acknowledgment of Washington Paid Family and Medical Leave (PFML)

**INTRODUCTION:** Washington State's Paid Family and Medical Leave (PFML) program provides eligible employees with paid time off to care for themselves or their family during significant life events. YES FOR EARLY SUCCESS COOPERATIVE fully supports this program and ensures that its staff are aware of their rights and how PFML applies to them. This acknowledgment outlines the basics of the program and its application within the organization.

### 1. OVERVIEW OF WASHINGTON PAID FAMILY AND MEDICAL LEAVE (PFML)

Washington State's Paid Family and Medical Leave program allows employees to take paid time off for:

- **Medical Leave:** Recovering from a serious illness or injury, undergoing surgery, or receiving treatment for a serious health condition.
- **Family Leave:** Bonding with a new child after birth, adoption, or placement, or caring for a family member with a serious health condition.
- **Military Leave:** Certain military-connected events.

Under Washington's PFML law, employees may receive a portion of their wages for up to 12 weeks, or more in some cases, of paid time off during qualifying events.

### 2. ELIGIBILITY FOR PFML AT YES FOR EARLY SUCCESS COOPERATIVE

To qualify for PFML benefits, staff members of YES FOR EARLY SUCCESS COOPERATIVE must:

- Have worked a minimum of 820 hours in Washington State during the qualifying period, which is typically the first four of the last five completed calendar quarters.
- Be employed by YES FOR EARLY SUCCESS COOPERATIVE, regardless of their status as full-time, part-time, or seasonal employees, as long as the hours requirement is met.

PFML applies to all eligible employees, regardless of their specific role within the organization, ensuring equitable access to paid time off for qualifying family and medical events.

### 3. HOW PFML WORKS FOR YES FOR EARLY SUCCESS COOPERATIVE STAFF

#### 3.1. Applying for PFML

Employees must apply directly to Washington's Employment Security Department (ESD) for PFML benefits. The application process includes providing information about the leave event, submitting relevant documentation (such as medical certification for a serious health condition or proof of a child's birth/adoption), and coordinating leave dates.

- **Notice to YES:** Employees are required to notify YES FOR EARLY SUCCESS COOPERATIVE at least 30 days in advance of the leave if it is foreseeable, such as for a planned medical procedure or the birth of a child. For unforeseen circumstances, notice should be given as soon as possible.



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### 3.2. Paid Leave Benefits

Washington State's PFML program provides partial wage replacement during the approved leave period. Employees may receive up to 90% of their average weekly wage, depending on their income level, subject to the state's maximum weekly benefit amount.

- PFML benefits are paid by the state, not the employer. However, employees must still notify YES FOR EARLY SUCCESS COOPERATIVE of their leave plans and work with their supervisor to ensure that all relevant work is covered during their absence.

### 3.3. Duration of Leave

Eligible employees can take up to 12 weeks of paid leave for either medical or family reasons, or up to 16 weeks if a combination of both is required. An additional 2 weeks (for a total of 18 weeks) may be available if there are pregnancy complications.

## 4. JOB PROTECTION DURING PFML

Employees who take PFML leave have certain job protections, depending on the size of the organization and their length of service:

- **Job Restoration:** Employees who work for YES FOR EARLY SUCCESS COOPERATIVE and qualify for federal Family and Medical Leave Act (FMLA) protection (i.e., they have worked for the organization for at least 12 months and meet the hours requirement) are entitled to return to their same or an equivalent position upon completion of their PFML leave.
- If an employee does not qualify for FMLA, YES will make every effort to hold the employee's position or provide a comparable position upon return from leave, in alignment with the organization's values of equity and support.

## 5. COORDINATION WITH OTHER LEAVE POLICIES

YES FOR EARLY SUCCESS COOPERATIVE encourages staff to use Washington's PFML program alongside the organization's existing Paid Time Off (PTO) and sick leave policies. Employees may choose to use any accrued PTO before applying for PFML benefits, or they may take unpaid leave while receiving PFML benefits.

- **PTO Usage:** Employees may use PTO to supplement their PFML benefits if they wish to receive full pay during their leave, as PFML benefits only provide partial wage replacement.
- **Health Benefits:** YES FOR EARLY SUCCESS will continue providing health insurance benefits during an employee's PFML leave, as long as the employee continues to pay their portion of the premium (if applicable).

## 6. NON-RETALIATION POLICY

YES FOR EARLY SUCCESS COOPERATIVE is committed to ensuring that all staff can access Washington PFML benefits without fear of retaliation. Employees who take PFML leave are protected by law from discrimination, retaliation, or adverse actions related to their decision to take leave.



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### 7. ACKNOWLEDGMENT OF PFML POLICY

I, \_\_\_\_\_, acknowledge that I have read, understand, and agree to the terms and conditions outlined in this Acknowledgment of Washington Paid Family and Medical Leave (PFML). I understand my rights to apply for PFML and commit to following the required notification and leave request processes as outlined by YES FOR EARLY SUCCESS COOPERATIVE and Washington State law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_