

Notifying your employer(s) about taking leave

If you know you will be applying for Paid Family and Medical Leave, you must provide written notice to your employer(s) at least 30 days in advance. If the reason you need leave was not foreseeable, notify your employer(s) as soon as possible. You do not have to provide details about why you are taking Paid Family and Medical Leave.

Examples that count as written notice:

- Letter (typed or handwritten)
- Email
- Text message

When you apply for benefits, Paid Family and Medical Leave will send a notice to your employer(s) that lists the type of leave you're applying for (medical or family), the dates you expect to be on leave and the date you gave your employer(s) notice of your plan to take leave.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at paidleave.wa.gov/benefit-guide.

What to include in your notice to your employer(s)

- Date of notice
- Type of leave you will be taking: family leave, medical leave or a combination of both.
- Your anticipated start and end date of your leave or the expected duration of leave, if available.

Please keep a copy for your records.

Sample notice to your employer(s):

[DATE YOU GIVE NOTICE]

Dear [EMPLOYER NAME],

This is to notify you that I plan to take (TYPE OF LEAVE: MEDICAL LEAVE/ FAMILY LEAVE/ COMBINATION OF BOTH) starting (DATE) .

I expect to be gone for (NUMBER OF DAYS/WEEKS) and hope to return (DATE) .

[Add additional details (such as the days you will be out, etc.)]