

Thurston County Fire Protection District 8

DISTRICT POLICY MANUAL



POLICY TITLE:	Washington State Paid Family Medical Leave
POLICY NUMBER:	3-61-PO-00
REVISION:	1
DATE ISSUED/REVISED:	9 September 2025
BOARD APPROVAL SIGNATURE:	

1. Policy Overview

- 1.1 The District supports and complies with the terms of Chapter 50A.04 RCW (“RCW”), which authorizes the Washington State’s Paid Family and Medical Leave (“PFML”) program.
- 1.2 The purpose of this Policy is to provide a general outline of the PFML as it relates to District Policy and its employees. Employees are encouraged to refer to the RCW for additional information if necessary.
- 1.3 Pursuant to the RCW, the Washington legislature has declared “it to be in the public interest to create a family and medical leave insurance program to provide reasonable paid family leave for the birth or placement of a child with the employee, for the care of a family member who has a serious health condition, and for a qualifying exigency under the federal family and medical leave act, and reasonable paid medical leave for an employee’s own serious health condition and to reasonably assist businesses in implementing and maintaining a program to support their employees and family.”
- 1.4 The District and its policies shall conform to the intentions declared by the Washington legislature as set forth in the RCW.
- 1.5 The PFML program offers partial wage replacement to employees on qualifying leave from duty. The District will offer a supplemental benefit to bridge the gap between the PFML payments and the employee’s regular compensation. The District’s supplemental benefit shall not be used to exceed an employee’s regular compensation. At the employee’s discretion, the employee may draw from their available annual or sick leave balance, but must notify the District in writing prior to the time they apply for PFML benefits. This process is further described in the attached procedure(s).

2. Employee Premium Payment Responsibility

- 2.1 The RCW sets forth the required premiums and schedule of payments to be paid to the Washington’s Employment Security Department.
- 2.2 The premium rate for family leave benefits under the PFML is one-third (1/3) of the total premium rate. Pursuant to the RCW, the District shall deduct this amount from the wages of each employee.
- 2.3 The premium rate for medical leave benefits is two-thirds (2/3) of the total premium rate. Pursuant to the RCW, the District shall deduct 45% of this amount from the wages of each employee.
- 2.4 Pursuant to the RCW, because the District has less than 50 full-time career employees, it is not required to pay any PFML premiums and shall not do so.