



Washington Leave of Absence (LOA) Programs



WELL PEOPLE

WELL PETS

WELL PRACTICE



Types of Leave & Associated Programs

STATE OF WASHINGTON

Pregnancy Leave

Leave Programs Employees MAY be Eligible For

WH Paid Maternity/
Paternity/Adoption/
Foster Leave (MPAFL)

Family Medical Leave Act
(FMLA)

Washington Paid Family
and Medical Leave
(WPFML)

Washington Pregnancy
Disability Leave (PDL)

WellHaven Unpaid Leave

Leave programs may run concurrently



Paternity/ Adoption/Foster Leave

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Employee Medical Leave

Leave Programs Employees MAY be Eligible For

Family Medical Leave Act
(FMLA)

Washington Paid Family
and Medical Leave
(WPFML)

WellHaven Unpaid Leave

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Family Member Care Leave

Leave Programs Employees MAY be Eligible For

Family Medical Leave Act
(FMLA)

Washington Paid Family
and Medical Leave
(WPFML)

Family Care Act Leave

WellHaven Unpaid Leave

Leave programs may run concurrently



Other

Other Types of Leave (Federal and/or State and/or Local)

- Military Leave & Military Spouse Leave
- Domestic Violence Leave
- Jury Duty Leave
- Emergency Services Leave
- Bereavement Leave
Up to 3 days paid leave
 - FT employees

Related Programs

STATE OF WASHINGTON

Related programs in the state of Washington

Washington Paid Sick Leave (WPSL)

Paid Sick Leave accruals are included with WellHaven's PTO program - accruals do not change.

This State program allows for PTO to be used for specified reasons which may require an employee to be off work without going through the normal PTO request/approval process, which may include limited to zero notice.

Employees to designate "PTO-SICK" when using PTO for qualifying reasons.

- Washington Paid Sick Leave (WPSL)
- Seattle Paid Sick and Safe Time (PSST) – City of Seattle only (Broadway Hospital)
- Washington Family Care Act (WFCA)

Seattle Paid Sick and Safe Time (PSST)

Washington Family Care Act (WFCA)



Programs Eligibility Overview

STATE OF WASHINGTON

WH Paid Maternity/ Paternity/Adoption/Foster Leave (MPAFL)

Employee Eligibility

Eligible as of date of hire

Eligible Reasons

- Maternity – giving birth
- Paternity
- Adoption
- Foster child placement

Benefit/Allotment

PAID MPAFL entitles eligible employees to receive 2 weeks of paid leave



Family Medical Leave Act (FMLA)

Employee Eligibility

Worked for WellHaven for at least 12 months

Worked at least 1,250 hours in the last 12 months preceding leave

(All hospitals are covered by FMLA)

Eligible Reasons

Qualifying employee family and medical reasons as outlined in FMLA regulations

Washington Paid Family and Medical Leave (WPFML)

Employee Eligibility

Have worked within the state of WA for at least 820 hours during the “qualifying period”.

Eligible Reasons

Qualifying employee family and medical reasons as outlined in WPFML regulations

Washington Pregnancy Disability Leave (PDL)

Employee Eligibility

Female employees, working for a WellHaven Hospital in the State of Washington

Eligible Reasons

Disabled by pregnancy, childbirth or a related medical condition



WellHaven Unpaid Leave

Employee Eligibility

All employees

Eligible Reasons

- If employee not eligible for FMLA/State FLA



Family Medical Leave (FMLA)

FMLA Program Details – Page 1 of 3

<p>Employee Eligibility</p>	<p>To be eligible under the FMLA an employee must:</p> <ul style="list-style-type: none"> • Have worked for WellHaven for at least twelve (12) months. <ul style="list-style-type: none"> ○ Non-consecutive ○ Prior acquisition seniority applies • Have worked at least 1,250 hours in the twelve (12) months preceding the Leave. <ul style="list-style-type: none"> ○ “Worked” does not include PTO, Holiday, etc. <p>All hospitals are covered by FMLA, regardless of size or location.</p>
<p>Eligible Reasons</p>	<ul style="list-style-type: none"> • For the birth of a son or daughter, and to bond with the newborn child. • To bond with a newborn, adopted child or foster care placed child. <ul style="list-style-type: none"> ○ Bonding time can be taken up to a year after the birth of a child • To take medical leave when the employee is unable to work because of a serious health condition. • To care for an immediate family member (spouse, domestic partner, child, or parent – but not a parent “in-law”) with a serious health condition. • For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or called to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces. <ul style="list-style-type: none"> ○ Increases FMLA to 26 weeks
<p>Leave Allotment/ Increments</p>	<ul style="list-style-type: none"> • Up to a maximum of twelve (12) weeks of job-protected, unpaid Leave in a specified 12-month period. <ul style="list-style-type: none"> ○ Specified period: a “rolling” 12-month period measured backward from the date any FMLA Leave usage.
<p>Allotment/ Increments: Pregnancy</p>	<ul style="list-style-type: none"> • FMLA will run from the first absence, due to pregnancy, through the end of the mother’s pregnancy disability, and continue during time bonding with the newborn baby (“Bonding Time Leave”). • Absences Due to Pregnancy - Any absence that pertains to an employee’s pregnancy (doctor’s appointments, morning sickness, etc.) will be tracked as FMLA. It is important for the employee to accurately track pregnancy-related absences such as when reporting a tardy (arriving late), leaving early, or other type of absence.
<p>Leave Allotment/ Increments: Surgery/Other</p>	<ul style="list-style-type: none"> • While FMLA will run throughout the surgery disability period (surgery recovery), FMLA is normally triggered prior to the surgery date – doctor’s appointments, diagnostic and testing appointments. • FMLA will continue to run (if time available) after the surgery disability ends – post operative doctor appointments and physical therapy appointments.
<p>Paid/Unpaid</p>	<p>Unpaid</p>

Family Medical Leave (FMLA)

FMLA Program Details – Page 2 of 3

<p>Paid Time Off</p>	<ul style="list-style-type: none"> • Employees may choose to use PTO and Floating Holidays in conjunction with FMLA. • Employees will not accrue PTO while on a continuous FMLA Leave. • Employees will not accrue Floating Holidays or be paid for Company recognized holidays while on a continuous FMLA Leave. • Employees out on intermittent FMLA will continue to accrue PTO and be eligible for Holiday Pay.
<p>Concurrent Leaves</p>	<p>FMLA may run concurrently with State Leaves (see specific State Leave for details).</p> <ul style="list-style-type: none"> • Note: some State Leaves cover family members not covered under FMLA.
<p>Notice and Medical Certification</p>	<p>Notice</p> <ul style="list-style-type: none"> • When foreseeable, employees are to provide at least thirty (30) days’ notice. • When unforeseeable, employees are to give as much notice as possible. <p>Certification:</p> <ul style="list-style-type: none"> • Employees will need to submit proper documentation which may include a Certification of Healthcare Provider Form as part of their Leave Application process.
<p>WellHaven FMLA Designation</p>	<p>WellHaven may designate FMLA, as appropriate, when the Company becomes aware that an employee’s absence would normally trigger FMLA such as a Workers’ Compensation injury or illness.</p>
<p>Continuation of Company Sponsored Benefits Plan</p>	<p>While on FMLA, WellHaven will continue to pay the regular employer-sponsored portion of the employee’s health benefits, as applicable, during the time the employee is on FMLA. Employees are required to continue to make normal healthcare payroll contributions.</p> <p>Failure to pay the employee’s share of the health insurance premiums may result in a loss of coverage. Employees who do not return to work at the end of the FMLA Leave may be required to reimburse WellHaven for the employer share of health insurance premiums paid on behalf of the employee during FMLA. This may be waived if an employee does not return to work due to a serious health condition, which prevents the employee from performing their job, or circumstances beyond their control.</p> <p>Coverage will continue through the end of the month in which FMLA ends.</p> <ul style="list-style-type: none"> • An employee who continues Leave through a specific State Leave (such as in the case of Bonding Time Leave), they will be eligible to continue benefit coverage under COBRA. • An employee will be eligible to re-enroll in the Company-sponsored group benefits plan on the first of the month following employee’s return to work from approved FMLA.

Family Medical Leave (FMLA)

FMLA Program Details – Page 3 of 3

Return to Work – Job Restoration	<p>Upon timely return from FMLA, an employee will return to the same or equivalent position he/she had prior to taking FMLA.</p> <ul style="list-style-type: none"> • If an employee was on FMLA due to their own serious health condition, prior to returning, the employee will need to submit a Return-to-Work Authorization Form at the end of their Leave.
Returning to Work - Disability Accommodation	<p>WellHaven will make reasonable accommodations for qualified employees, as required by applicable law. This includes reasonable accommodations for pregnancy and health conditions related to pregnancy or childbirth. Employees requesting a reasonable accommodation should speak with their Hospital Practice Manager or Principal Doctor or WellHaven’s Human Resources Department.</p> <p>Requests for reasonable accommodations will be evaluated on a case-by-case basis and will require medical certification. WellHaven will determine if an accommodation is reasonable and does not create an undue hardship.</p>

Paternity Related Leave Specifications

Eligible Reasons	<p>FMLA can be used:</p> <ul style="list-style-type: none"> • To care for employee’s spouse who is pregnant (and experiencing complications requiring care) prior to birth. • To care for spouse after birth during the pregnancy disability recovery period. • After birth to bond with the newborn baby (“Bonding Time Leave”).
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Spouses Both Working for WellHaven

When Leave Is and Is Not Combined	<p>Eligible spouses who work for the same employer are limited to a combined total of 12 work weeks of Leave in a 12-month period for the following FMLA-qualifying reasons:</p> <ul style="list-style-type: none"> • The birth of a son or daughter and bonding with the newborn child. • The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child. • The care of a parent with a serious health condition. <p>Eligible spouses who work for the same employer are each entitled to up to 12 workweeks of FMLA Leave in a 12-month period, without regard to the amount of Leave their spouses use, for the following FMLA-qualifying Leave reasons:</p> <ul style="list-style-type: none"> • If one of the spouses is not eligible for FMLA Leave, these limitations on the combined amount of Leave do not apply. The spouse that is eligible for FMLA Leave is entitled to the full amount of Leave. • The care of a spouse or son or daughter with a serious health condition. • A serious health condition that makes the employee unable to perform the essential functions of his or her job. • Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on “covered active duty.”
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WellHaven Paid Maternity/Paternity/Adoption/Foster Leave (MPAFL)

MPAFL Program Details

Employee Eligibility	<p>To be eligible under the PAID MPAFL an employee must have:</p> <ul style="list-style-type: none">• Employees classified as Full Time or Part Time• Eligible as of date of hire
Eligible Reasons	<p>Reason for Leave – Reasons for PAID MPAFL include:</p> <ul style="list-style-type: none">• Maternity – giving birth• Paternity• Adoption• Foster child placement
Leave Allotment	<p>Leave Allotment – PAID MPAFL entitles eligible employees up to a maximum of two (2) weeks of PAID Leave.</p>
PAID MPAFL Timing and Rate	<p>PAID MPAFL entitles eligible employees to receive 2 weeks of paid Leave calculated by:</p> <ul style="list-style-type: none">• Full-Time Classified Employees receive 80.00 hours paid at regular base rate.• Part-Time Classified Employees receive an average (based on working hours) of 2 weeks paid at regular base rate. <p>Note for Doctors – we use base rate + production average over 6-month lookback.</p>
Notice and Medical Certification	<p>Notice and Medical Certification will coincide with the FMLA process.</p>
WellHaven PAID MPAFL Designation	<ul style="list-style-type: none">• WellHaven may designate PAID MPAFL, as appropriate.• Paid MPAFL does not run concurrent with FMLA.

WellHaven Unpaid Leave (WHUPL)

WHUPL Program Details

<p>Employee Eligibility</p>	<p>To be eligible under WellHaven Unpaid Leave (WHUPL) an employee must have:</p> <ul style="list-style-type: none"> • Worked (90) days at WellHaven. • Prior Acquisition Seniority applies. • All full-time and part-time employees are eligible
<p>Eligible Reasons</p>	<p>Reasons for Unpaid WHUPL</p> <ul style="list-style-type: none"> • Employee is not eligible for, or has exhausted, other types of Leave (such as FMLA) • Birth/paternity/adoption/foster child placement • Serious health condition for employee or family member • Personal Reasons – reviewed on case-by-case basis
<p>Leave Allotment</p>	<p>Subject to approval,</p> <ul style="list-style-type: none"> • Up to a maximum of four (4) weeks of job-protected, unpaid Leave in a specified 12-month period. <ul style="list-style-type: none"> ○ Specified period: a “rolling” 12-month period measured backward from the date of WHUPL usage. <p>WHUPL may be used,</p> <ul style="list-style-type: none"> • Minimum of seven (7) day period for each event • Maximum of two (2) separate events per rolling 12-month period
<p>Unpaid vs Paid WHUPL</p>	<ul style="list-style-type: none"> • Unpaid
<p>Notice and Medical Certification</p>	<p>WHUPL – Medical Reasons:</p> <ul style="list-style-type: none"> • Notice and Medical Certification will coincide with the FMLA process. (see above). <p>WHUPL – Non Medical Reasons:</p> <ul style="list-style-type: none"> • Appropriate documentation will be required • Appropriate documentation will be determined based on the reason for Leave

Washington Pregnancy Disability Leave (PDL)

PDL Program Details

Employee Eligibility	Employees working for a WellHaven Hospital in the State of Washington.
Eligible Reasons	Disabled by pregnancy, childbirth or a related medical condition.
Leave Allotment	For the period of disability.
PAID MPALF Timing and Rate	Unpaid
Notice and Medical Certification	Notice and Medical Certification will coincide with the FMLA process.
Concurrent Leaves	PDL runs concurrently with FMLA and WPFML.

Washington Paid Family and Medical Leave (WPFML)

Program Details – Page 1 of 2

<p>Employee Eligibility</p>	<p>To be eligible under the WPFML an employee must:</p> <ul style="list-style-type: none"> • Have worked within the state of WA for at least 820 hours during the “qualifying period”. <ul style="list-style-type: none"> ○ Prior acquisition seniority applies. ○ The “qualifying period” is defined as either (1) the first four of the last five completed calendar quarters or, if eligibility is not established, (2) the last four completed calendar quarters immediately preceding the employee’s application for Leave. • Work for a WellHaven Hospital located in the State of Washington.
<p>Eligible Reasons</p>	<p>Qualifying events:</p> <p>Family Leave:</p> <ul style="list-style-type: none"> • Bonding with a new child coming into your family through birth, adoption or foster placement. • Caring for a family member with a serious health condition or injury. • Certain events for military families. <p>Medical Leave (for yourself):</p> <ul style="list-style-type: none"> • Recovery or treatment for your own serious health condition or injury, including recovery from childbirth. <p>Family Member – includes spouse, domestic partner, children (including step and foster), grandchildren, siblings, parents (including in-law and loco parentis), and grandparents.</p>
<p>Leave Allotment/ Minimum Increments</p>	<p>During a claim year, WPFML entitles eligible employees <u>up to a maximum</u> of:</p> <ul style="list-style-type: none"> • Family Leave – twelve (12) weeks. • Medical Leave – twelve (12) weeks (for the employee’s own serious health condition). • Combined Family and Medical Leave – sixteen (16) weeks. • Eighteen (18) weeks (for employee who experiences a serious health condition related to pregnancy that results in incapacity). <p>WPFML must be taken in increments of no less than 8.00 hours.</p>
<p>Paid/Unpaid</p>	<p>Paid – The benefit is generally up to 90 percent of an employee’s weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. Employee is paid by the Employment Security Department and not WellHaven.</p>
<p>Waiting Period</p>	<ul style="list-style-type: none"> • A one (1) week waiting period (non-paid) applies for except for qualifying new child bonding and military exigency leaves.

Washington Paid Family and Medical Leave (WPFML)

Program Details – Page 2 of 2

<p>Paid Time Off</p>	<ul style="list-style-type: none"> • Employees may choose to use PTO and Floating Holidays in conjunction with WPFML. • Employees will not accrue PTO while on a continuous WPFML Leave. • Employees will not accrue Floating Holidays or be paid for Company recognized holidays while on a continuous WPFML Leave. • Employees out on intermittent WPFML will continue to accrue PTO and be eligible for Holiday Pay
<p>Concurrent Leaves</p>	<p>WPFML will run concurrently with FMLA and Pregnancy Disability Leave (PDL).</p>
<p>Notice and Medical Certification</p>	<p>As required per the State of Washington.</p>
<p>Continuation of Company Sponsored Benefits Plan</p>	<p>Benefits only continue if/when FMLA is running concurrently with WPFML.</p> <ul style="list-style-type: none"> • Refer to the section in the FMLA documentation for details <p>Coverage will continue through the end of the month in which WPFML begins (and FMLA is not running concurrently).</p> <ul style="list-style-type: none"> • An employee will be eligible to continue benefit coverage under COBRA. An employee will be eligible to re-enroll in the Company-sponsored group benefits plan on the first of the month following employee’s return to work at the end of the WPFML Leave (not to exceed 12 weeks).
<p>Return to Work – Job Restoration</p>	<p>Upon timely return from WPFML, an employee will return to the same or equivalent position he/she had prior to taking WPFML if:</p> <ul style="list-style-type: none"> • The employee was employed for at least one year. • The employee worked at least 1,250 hours in the preceding twelve (12) months. <p>If an employee was on WPFML due to their own serious health condition, prior to returning, the employee will need to submit a Return-to- Work Authorization Form at the end of their Leave.</p>

Disability Related Leave Specifications (including Pregnancy Disability)

<p>Returning to Work - Disability Accommodation</p>	<p>WellHaven will make reasonable accommodations for qualified employees, as required by applicable law. This includes reasonable accommodations for pregnancy and health conditions related to pregnancy or childbirth. Employees requesting a reasonable accommodation should speak with their Hospital Practice Manager or Principal Doctor or WellHaven’s Human Resources Department.</p> <p>Requests for reasonable accommodations will be evaluated on a case-by-case basis and will require medical certification. WellHaven will determine if an accommodation is reasonable and does not create an undue hardship.</p>
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WellHaven Bereavement Leave

Program Details

<p>Employee Eligibility</p>	<p>To be eligible under Bereavement Leave an employee must have:</p> <ul style="list-style-type: none"> • Fulltime employees that have worked for WellHaven for at least six (6) months. <ul style="list-style-type: none"> ○ Prior acquisition seniority applies 		
<p>Eligible Reasons</p>	<p>Taken for at time of death for:</p> <ul style="list-style-type: none"> • Making funeral arrangements • Attending the funeral and burial • Paying respects to the family at a wake or memorial 	<p>Immediate family members</p> <ul style="list-style-type: none"> • Spouse or domestic partner <p>First line relatives</p> <ul style="list-style-type: none"> • Parents and Spouse/Domestic Partner Parents, <ul style="list-style-type: none"> ○ Step Parents, Adopted Parents, Legal Guardians (“locum parentheses”) who raised employee as a child, • Siblings and Spouse/Domestic Partner Siblings <ul style="list-style-type: none"> ○ Step Siblings, Adopted Siblings, Half Siblings 	<ul style="list-style-type: none"> • Children and Spouse/Domestic Partner Children <ul style="list-style-type: none"> ○ Step Children, Adopted Children, Half Children • Grandparents and Spouse/Domestic Partner Grandparents <ul style="list-style-type: none"> ○ Step Grandparents, Adopted Grandparents • Grandchild and Spouse/Domestic Partner Grandchild <ul style="list-style-type: none"> ○ Step Grandchild, Adopted Grandchild
<p>Leave Allotment</p>	<p>Paid Benefit</p> <ul style="list-style-type: none"> • Three (3) days = 24 hours • Paid eight (8) hours per day at the employee’s current base rate <p>Unpaid Benefit</p> <ul style="list-style-type: none"> • Additional two (2) days 		
<p>Additional Time Off</p>	<p>Additional time off may be arranged with hospital leadership.</p> <ul style="list-style-type: none"> • PTO • FMLA if appropriate <p>If employee works in the state of Oregon, additional unpaid time may apply through the Oregon Family Leave Act.</p> <ul style="list-style-type: none"> • Separate application 		
<p>Notice and Medical Certification</p>	<p>Required Documentation</p> <ul style="list-style-type: none"> • Death certificate • Funeral service announcement • Celebration of Life internet link • Obituary • Other similar documentation may be accepted 		

Benefits Overview

Continuation of Benefits

While on FMLA (or FMLA-qualifying WellHaven Leave):

- Employee is responsible to continue paying employee portion of benefits contributions during Leave
- WellHaven continues to pay the employer portion of benefits contributions during Leave



HSA Contributions

While on FMLA (or FMLA-qualifying WellHaven Leave) the employee has the following options for HSA contributions:

- Prepay
- Catch up
- Stop participation



Adding a Newborn, Adopted or Foster Child to Benefits

Having a baby, adopting a child or foster child placement is considered a Qualified Life Event (QLE) which allows the employee to make a mid-year change to his/her healthcare benefit elections.

