

**From:** [Media and Communications Office](#)  
**To:** [DIST- ALL City of Tacoma](#)  
**Subject:** A Reminder of Upcoming Changes to City Policies Effective February 15, 2021  
**Date:** Thursday, February 11, 2021 1:49:38 PM

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Dear City of Tacoma employees,

The City's new Paid Family and Medical Leave (PFML) policy will go into effect on February 15, 2021, along with changes to the City's Family and Medical Leave Act (FMLA), Mandatory Paid Sick Leave (MPSL), Sick Leave, and Personnel Management Policy (PMP-150 Unpaid Leaves of Absence).

Here is a brief overview of these updates:

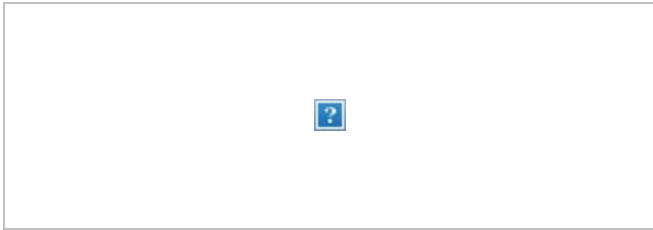
- The new [PFML policy](#) is located on the Human Resources Department's [rules and policies page](#), as well as the [PFML resource page](#). It is highly recommended that all employees review this policy, as it outlines some of the most anticipated aspects of the program and includes information relating to employee responsibilities while on PFML. Some of the most notable aspects of the policy are:
  - Employees who are eligible for PFML will maintain benefit (health and welfare) eligibility while on leave. This does not waive the employee's responsibility to still pay their portion of employee benefit premiums.
  - All City paid leave will be considered a supplemental benefit. Being in a paid status with the City while on PFML is the employee's choice. If an employee chooses to use their accrued leave while on PFML, they will *not* be required to report the use of paid leave to Washington state's Employment Security Department. Shared/donated leave will remain a non-supplemental benefit. Please note there will be new time codes for supplemental leave that must be used, for paid leave to be considered supplemental. The Human Resources Department's Disability and Leave Management (DLM) Office and/or your timekeeper can provide you the applicable codes.

- It remains the employee's preference on how they utilize other leave entitlements (e.g. FMLA, PFML) when they have a qualified event (except for on-the-job related injuries). Leave may be taken concurrently, or consecutively, and leave taken under one program does not affect the employee's eligibility for the other.
- Notification requirements while on leave: All employees must notify their department, and the Human Resources Department's DLM Office, in writing at least 30 days in advance of their intent to take PFML.
- Washington State Legislature- House Bill (2614) passed early last year to include "son/daughter-in-law" as qualified family members under the state's PFML program. To remain consistent with the City's [FMLA](#) and [MPSL](#) policies, as well as the applicable sick leave code(s), will now include "son/daughter-in-law" in the definition of qualified family members.
- [PMP-150](#) was updated to include eligibility criteria on City-sponsored health and welfare plans when in a leave without pay status. The most significant change addresses the length of benefit continuation while on an approved leave of absence outside of the protected leave types (e.g. FMLA, PFML).

Employees will remain eligible for City of Tacoma sponsored health and welfare plans (Medical, Dental, Vision, Life, Disability, Section 125 Flexible Benefit Plan, and other voluntary employee paid coverages) for the month they are on an approved leave of absence as follows:

- Leave of absence is for 15 days, or fewer
- Leave of absence is for more than 15 days, and the employee is in a paid status for their entire shift on the first working day of the month

Should you have any questions, please contact the Human Resources Department's DLM Office at [DLM@cityoftacoma.org](mailto:DLM@cityoftacoma.org) or (253) 591-5452.



Gary Buchanan  
Human Resources Director

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*Note: The updates outlined in this communication (the PFML policy, changes to the PMP-150, and the expanded definition of qualified family members for the FMLA policy) will not apply to employees represented by Police Local 6 at this time.*