

# DC Paid Family Leave is here for **you.**

You don't have to choose between caring for yourself or your loved ones and your job security in DC. The well-being of our communities and our workforce is supported by Paid Family Leave.

The Paid Leave Act provides up to:



**8 weeks**  
to bond with a new child



**6 weeks**  
to care for a family member with a serious health condition



**2 weeks**  
to care for your own serious health condition

## The Office of Paid Family Leave

The DC Department of Employment Services (DOES) provides comprehensive employment services to ensure a competitive workforce, full employment, lifelong learning, economic stability, and the highest quality of life for all District residents.

At DOES, the Office of Paid Family Leave (OPFL) is working with employers and workers to support the implementation of the Paid Family Leave benefit, and to ensure that our communities are a meaningful part of the process. We are:

- Engaging with the employer and employee communities
- Developing an infrastructure to manage the benefit for employers and employees
- Learning from other states that have Paid Family Leave programs
- Managing rulemaking and public input

Learn more about Paid Family Leave at [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov).

### OFFICE OF PAID FAMILY LEAVE

4058 Minnesota Avenue, NE  
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[dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov)  
[does.opfl@dc.gov](mailto:does.opfl@dc.gov) | 202.899.3700





Across DC, employers and residents aim to thrive each day. The Office of Paid Family Leave is working to design and implement a program that meets the needs of children, families, people in need of care, caregivers, employers, and healthcare providers.

## Our Focus in Fall & Winter 2018

DC is currently working to engage employers to define how the Paid Leave Act will be implemented.

Starting July 1, 2019, the District will collect taxes from all private sector employers to fund the Paid Family Leave benefit.

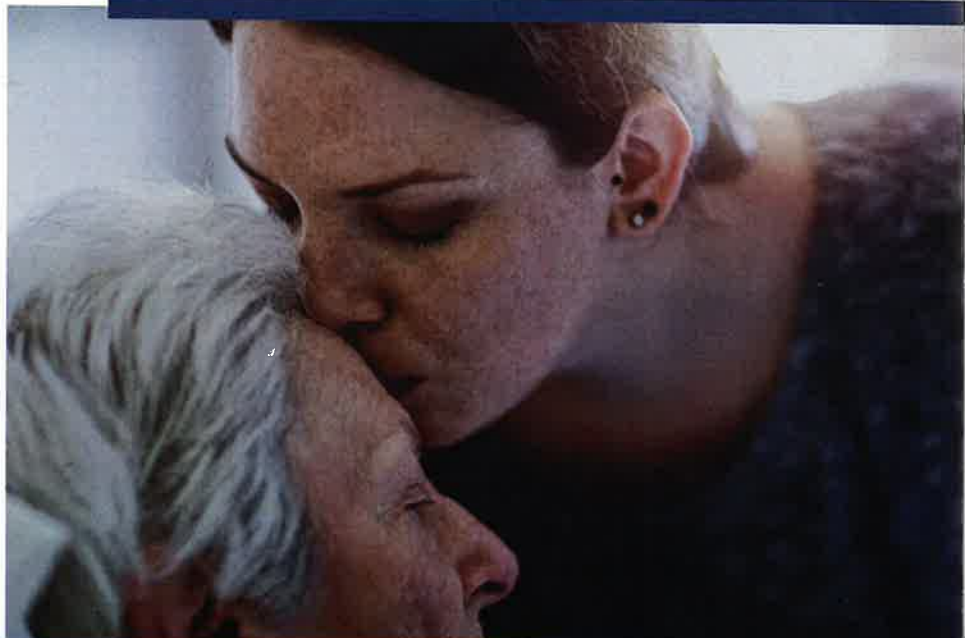
On July 1, 2020, the District will begin administering paid leave benefits.

The Office of Paid Family Leave is committed to meaningful and ongoing community engagement as the program is developed and launched. We invite you to **connect with us!**

## About DOES

It is the Department of Employment Services (DOES) mission to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all DC residents.

Contact the Office of Paid Family Leave with questions at [does.opfl@dc.gov](mailto:does.opfl@dc.gov).



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DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

*Pending final regulations—items are subject to change.*

## Types of Employers that Will Offer the Benefit

Any business performing services in DC that pays unemployment insurance taxes will be required to pay Paid Family Leave taxes, regardless of size. There is no minimum employee threshold.

The following types of employers are also included:

- Individuals
- Partnerships
- Non-profits
- Household employers
- General contractors and subcontractors
- Business trusts
- Associations
- Corporations
- Temporary services, staffing agencies, or other groups
- Self-employed individuals who have opted into open enrollment

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## Top Things DC Employers Should Know About the Paid Family Leave Benefit

- 1 **Reporting.** Your business will be required to submit quarterly wage reports in a similar fashion to the UC30 wage report submitted for unemployment insurance taxes. There will be a separate wage report form provided by the Office of Paid Family Leave.
- 2 **Record keeping.** You must keep payroll records for at least three years that include each worker's name and Social Security number (or individual taxpayer identification number), pay period dates, wages for each pay period, and dates of employment.
- 3 **Benefits distribution.** Paid Family Leave benefit payments will be issued to eligible individuals directly from the Department of Employment Services.
- 4 **Employer exemption.** The law does not provide any exemptions for employers.
- 5 **Employee eligibility.** Part-time and full-time employees who work in DC are eligible, including workers who telecommute who spend more than 50% of their work time in DC. District government and federal employees are excluded.
- 6 **Provision of benefits.** Employers can determine whether or not their sponsored paid leave benefits run concurrently with their workers' use of the District's Paid Family Leave program. However, an eligible individual's right to the District's Paid Family Leave benefits shall not be diminished by an employer's paid leave policy.
- 7 **Unemployment insurance tax rate.** Paid Family Leave contributions and unemployment insurance contributions are separate. Employers report wages to both programs individually and pay taxes based on the associated rates for each program respectively.
- 8 **Defining regulations.** DC is using public input in the development of proposed regulations for issues like employer registration and responsibilities, wages, and contribution and collection procedures.
- 9 **Implementation.** Based on final regulations, the DC Department of Employment Services' Office of Paid Family Leave will develop an infrastructure to manage the benefit for employers and employees, and to ensure that employers and all stakeholders are part of the process.

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# DC Employers and Paid Family Leave

Your business plays an important role in our local communities, and in the implementation of Paid Family Leave.

DC is currently engaging employers and businesses regarding Paid Family Leave. Starting July 1, 2019, the District will collect taxes from private sector employers to fund the Paid Family Leave benefit. The payroll tax will be paid by covered employers, even if you provide additional leave benefits to your workers.

On July 1, 2020, the District will begin administering paid leave benefits. The Office of Paid Family Leave (OPFL) is currently working to define the program's rules and regulations.



## As an Employer of Workers in the District, You Must:

### Contribute to the Paid Leave Implementation Fund.

Paid Family Leave benefit payments are funded by a 0.62% quarterly payroll tax based on the immediate past quarter of gross or total wages paid, much like the unemployment insurance tax.

### Establish an account on the DOES online portal.

Quarterly wage reports and tax payments are submitted through an online portal, which will be available to employers prior to the beginning of the collection of the payroll tax.

### Post an employee notice.

Notices about Paid Family Leave must be posted in a place that is accessible to all workers.

### Inform your workers about Paid Family Leave.

Share information upon hiring, annually for all employees, and when Paid Family Leave is needed.

### Maintain documentation.

Record your workers' wages and related communications.

As an employer of workers in DC, through Paid Family Leave you may increase recruitment and retention as eligible employees are guaranteed:



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# How are Paid Family Leave Benefits Calculated?

The current maximum weekly benefit amount is \$1,000. Your benefits are calculated based on:

- Your average weekly wage
- The total weekly wages in employment earned during a base period consisting of the highest 4 out of 5 most recent quarters

When you have varying hours or shifts in covered employment, the average number of days worked per week in your base period will be used to calculate any benefit payments for partial weeks of leave. For example:

- For a four-day average work week and a \$1,000 weekly benefit amount, the daily benefit amount is \$250.
- For a three-day average work week and a \$450 weekly benefit amount, the daily benefit amount is \$150.

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## 10 Things DC Workers Should Know

- 1 **Time limits.** You have 52 weeks to file a claim for Paid Family Leave benefits after a qualifying parental leave event, and up to 90 days to file after the occurrence of a qualifying family or medical leave event.
- 2 **Serious health conditions.** A qualifying family or medical leave event refers to a physical or mental illness, injury, or impairment that requires inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision at home by a health care provider or other competent individual.
- 3 **Changing jobs.** A change in employment does not impact your eligibility for Paid Family Leave benefits, provided that your new job is with a covered employer.
- 4 **Benefits distribution.** Paid Family Leave benefit payments will be issued to you directly from the DC Department of Employment Services, not your employer.
- 5 **Multiple employers.** If you have multiple sources of income, your wages will be combined to determine an average weekly wage that will be used to calculate your benefit amount under the maximum benefit of \$1,000 per week.
- 6 **Requesting benefits.** Following the occurrence of a qualifying leave event, you can file a claim for benefits directly with the Office of Paid Family Leave. You must provide written notice to your employer at least 10 days, or as early as possible, in advance of the leave period.
- 7 **Provision of benefits.** Your right to the District's Paid Family Leave benefits shall not be diminished by your employer's existing paid leave policy. Following the receipt of a claim for Paid Family Leave benefits, the Office of Paid Family Leave will issue a determination within 10 business days. If you are eligible to receive Paid Family Leave benefits, the first payment will be received within 10 business days of the determination of eligibility.
- 8 **Intermittent leave.** Paid Family Leave may be taken intermittently in one-day increments. "One day" means the average number of hours that you worked in a shift during the base period.
- 9 **Reinstatement and protection.** The Paid Leave Act provides protection from retaliation. Reinstatement protections are provided under the federal Family and Medical Leave Act or the DC Family and Medical Leave Act, when applicable.
- 10 **Implementation.** Based on final regulations, the DC Department of Employment Services' Office of Paid Family Leave will develop an infrastructure to manage the benefit process for you and your employer, and will work to ensure that our DC communities are part of the process.

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# DC Workers and Paid Family Leave

Paid Family Leave makes DC a better place to live, work, and do business.

With Paid Family Leave, you don't have to choose between work and family in DC.

Starting July 1, 2019, the District will collect taxes from private sector employers to fund a new benefit for workers. Eligible DC workers have access to the benefit, regardless of residence.

On July 1, 2020, the District will begin administering Paid Family Leave benefits to eligible workers like you. The Office of Paid Family Leave (OPFL) is currently working to define the program's rules and regulations.



As a DC worker, Paid Family Leave supports the right for you to maintain economic stability during times of need as you are guaranteed:

## You are Eligible for Paid Family Leave Benefits If You...

### Spend more than 50% of your time working in DC.

Eligible workers must spend a majority of their time working in the District—including teleworking or telecommuting—for a covered employer, and must have completed that work during the year prior to needing leave.

### Are self-employed and have opted into the Paid Family Leave program.

Individuals who have earned self-employment income for work performed more than 50% of the time in DC during the year prior to needing leave are eligible for the benefit.

### Are employed when you apply for the benefit.

Your wages must have been reported by your covered employer in order for you to be eligible for the benefit. If you are receiving unemployment compensation benefits, you are not eligible for Paid Family Leave.

### Meet specifications as a temporary or seasonal worker.

These specifications depend on when your employer reports wages and when you need the benefit.



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