



Below outlines what actions you need to take, as well as additional resource documents to help you through your leave of absence.

Overview

Regardless of your state of residence, all employees at McClatchy may be eligible for job protection under the Family Medical Leave Act, or FMLA. The leave of absence page on Livewell is an easy-to-use online resource that guides employees through the leave of absence process. Available around the clock, 365 days a year

Your responsibilities during a leave are:

- Notify your manager that you are requesting a leave of absence.
- Review the [LiveWell](#) page, [Family Medical Leave Act Poster](#) and any state specific notices that may apply to you.
- Complete the [Leave Request Form \(Google Form\)](#) and note in the form if you have any questions we can support you with
- Contact The Hartford at **1-866-269-6241** or via the website at <https://abilityadvantage>. This is critical to filing any FMLA related and disability paperwork. You will not have the protections granted (FMLA), or income received (Disability), if the Hartford request is not completed. Delaying these may also delay other forms of compensation, including state related benefits.
- Initiate your Paid Family Medical Leave claim with Washington [Apply Now](#)
- Additional Information regarding Washington PDML below
After initiating your leave, follow up with your doctor and/or The Hartford/Washington as needed to ensure your paperwork is completed and received properly.
- File any state specific paperwork for leave benefits as needed, if applicable. Reference your state specific documentation for support.
- Provide payment for any insurance premiums due while on a leave of absence based on the schedule we provide.
- Inform the LiveWell team and your manager of any date changes related to your leave of absence. This may include completing a Return to Work Release form.

Our responsibilities during your leave are:

- Work with you to ensure you are maximizing your available benefits
- Help coordinate your time off to ensure payroll entries are correct
- Provide assistance to questions you may have regarding your time out
- Coordinate with the Hartford on any employer related questions or responses as needed
- Help your manager with any questions they may have regarding your return to work
- Assist in any Americans with Disabilities Act paperwork as needed

State Paperwork

[Notice](#)

Employees living in Washington State may be eligible for Washington Paid Family Medical Leave, or PFML.

There is a full [FAQ](#) site from the state covering all the details about WA PFML, including:

- Who is eligible for leave under the law
- Who is considered a family member
- What types of leave(s) are eligible to take
- How to file weekly claims
- And much more

Read this [notice](#) overviewing the beginning of WA PFML.

[Poster](#)

A calculator to estimate your weekly leave amount is here. As a reminder, your disability benefits are offset by the amount of paid state leave you're eligible for, and the usage of time off, such as PTO, does have a direct impact on your benefit provided by PFML.

[Before you Apply](#)

[Apply Now](#)

To help you with [Secure Access Washington](#), the website where you will apply for PFML, we have made the following handy step by step guide.

Step By Step Guide

Step 1: Estimate your weekly pay from WA PFML [here](#).

Step 2: Create your [SAW](#) account

Step 3: Link to and open the Washington Paid Family Medical Leave section. SAW functions for many aspects of Washington Government functions and benefits, and thus you must link each section.

Step 4: File a claim following the step by step guide. Have ready, if available, your:

- Doctor's information, address, etc.
- Medical paperwork supporting your claim

Step 5: Once approved, log by the day and time worked or on leave during the day, up to the eight hours allotted. Please note, Washington PFML offsets available benefits with time off, such as vacation bank, used, and is based on a 40-hour week calculation. If you work 7.5 hours per day, make sure this is adjusted for in your submission.

Ongoing task: Please report to us income received from Washington's Paid Family Medical leave by providing your benefit statements or screen captures.

