



## Washington Paid Family & Medical Leave

Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits. This benefit offers partially paid leave to care for yourself or a loved one in times of serious illness or injury, to bond with a new child joining your home through birth, adoption or foster placement, and for certain military connected events if you have a family member in active duty service.

As a worker in Washington, you will experience a few changes in 2019. In your first paycheck of 2019, you might notice a new deduction. For example, if your pre-tax wages are \$50,000 per year, you may pay up to about \$2.44 per week. Employers contribute to this program too, so we're in this together.

In 2020, you will be able to apply for leave when you experience a qualifying event and have worked 820 hours (about 16 hours a week, on average) in the year leading up to your date of leave.

This isn't like paid sick leave; you will file your claim with the Employment Security Department (ESD), and your payment will come from ESD. Typically, you'll have access to up to 12 weeks of paid leave. You can learn more at [www.paidleave.wa.gov/workers](http://www.paidleave.wa.gov/workers).

Do you have questions? Ask your questions directly to the Paid Family and Medical Leave program at [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov) or contact the Payroll and Benefits Department at 360.582.3267 or 360.582.3247.



A printed copy of your 2018 W-2 will be mailed the week of January 21, 2019. It will also be available electronically through [Employee Access](#).

An estimate of your W-2 Taxable Income can be determined by reviewing Calendar YTD or your December pay stub, and doing the following calculations:

1. Start with your Gross Wages
2. Subtract your Deferred Retirement— found under deductions TRS or SERS.
3. Subtract your Other Deferred deductions— includes Section 125 Medical, Flex and/or Annuity, and Deferred Comp.
4. Balance will be very close to Box 1: WAGES, TIPS, and OTHER COMP on your W-2.



The Affordable Care Act (ACA) requires employers to compile information every calendar year about offers of healthcare coverage and enrollment in healthcare coverage for their full-time employees (avg. of 30 hrs per week) during the calendar year.

Even if you were not a full time employee, you will receive form 1095-C if you were offered coverage through an employer sponsored plan offered by Sequim School District.

The IRS **DOES NOT** want form 1095-C filed with your tax return. Please keep it with your tax records.

*“Computers are magnificent tools for the realization of our dreams, but no machine can replace the human spark of spirit, compassion, love and understanding” - Louis Gerstner*



## Annual Sick Leave Buyback

Eligible employees may elect to exchange unused sick leave earned during the 2018 calendar year for cash payment, or to a VEBA account, if eligible, and the bargaining unit has a VEBA agreement.

Eligible employees are those current employees who:

- Had accumulated more than 60 full days of unused sick leave at your FTE/hours per day as of December 31, 2018. This includes leave used in December, which will not be processed until the January payroll.
- Examples:
  - \* 7.5 hours per day X 60 days = 450 hours
  - \* 6.0 hours per day X 60 days = 360 hours
- Notify the District in writing by January 31, 2019 of your election to exchange unused sick leave. Forms are available at the District Payroll Office for this purpose.
- Your current sick leave balance is available through [Employee Access](#). The sick leave balance after the December 31, 2018 payroll reflects end of November balances. If you used sick leave during December, please deduct those hours from this balance to determine your ending balance as of December 31, 2018.

Employees can then obtain compensation on a 1:4 basis (25%), which means that the employee is entitled to one day of pay for every four days of unused sick leave accumulated in the 2018 calendar year (at your FTE) and will be included in the February 28, 2019 payroll.



If you have questions about sick leave buy-back or if you elect to exchange your unused, earned sick leave for the 2018 calendar year, please contact:

Sonja Brown, 582.3267, or Kathy Wright, 582.3247 or refer to your collective bargaining agreement.



### About us

#### The School Employees Benefits Board (SEBB) Program

Starting in 2020, all Washington State school districts, educational service districts (ESDs), and charter schools will receive benefits for their eligible employees through the SEBB Program. These will replace the health and insurance benefits districts currently provide. The first SEBB Program open enrollment is October 1–November 15, 2019. Benefits begin January 1, 2020.

### Benefits

What the SEBB Program will offer  
SEBB Program benefits will include:

- Fully and self-insured medical plans with prescription drug benefits
- Health savings accounts for high-deductible medical plans
- Dental plans
- Vision plans
- Life and accidental death and dismemberment (AD&D) insurance
- Long-term disability insurance
- Medical Flexible Spending Arrangement (FSA)
- Dependent Care Assistance Program (DCAP)

### ELIGIBILITY

#### Who will be eligible for benefits from SEBB

All school employees anticipated to work 630 hours During the school year are eligible. 630 hours per School year is equal to working 3.5 hours per day,

or 17.5 hours per week, or 70 hours per month. Eligible dependents include spouse, state registered domestic partner, and children.

**Special Points of Interest**

**Significant life events:** Notify Payroll/Human Resources of any significant life events such as marriage, divorce, birth, death, address change, dependent status (reached age 26?), etc.

**Extra pay, Greensheets, class coverage claims** are due to your Administrator by the last day of the month.

**Deadline** for any **payroll changes** is the **10th of the month** (W-4, deductions, direct deposit, etc).

**Retiring or resigning?** Please notify the Human Resources Department in writing as soon as possible.

**W-2s for 2018**—Will be accessible through [Employee Access](#).



**IMPORTANT DATES in January 2019—**

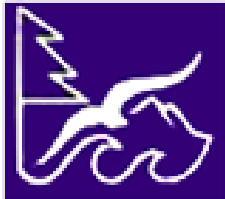
- ⇒ Week of January 21st—2018 W2's will be mailed
- ⇒ January 31st—Pay Day
- ⇒ January 31st—Annual Sick Leave Buyback Forms due in the Payroll Office
- ⇒ 2019 Flex Plan Year Deductions will begin with the January payroll.
- ⇒ Winter Break - December 22nd through January 4th. Classes resume January 7th.
- ⇒ Martin Luther King day January 21st - No school



★ January 28, 2019 ★

This is a District directed day and in order for Certificated staff to be paid they must come to work and sign in.

Paraeducators have been pre-approved to work and are invited to come, They will need to sign in and will be paid by turning in a completed Education Incentive (EI) hours form to their Administrator.



**DON'T FORGET! CHECK OUT OUR WEBSITE!!** The Payroll/Benefits page on the Sequim School District Website is the place to go for up to date information regarding benefits, access to payroll forms, and newsletters.

To navigate to Payroll, hover over the Departments tab, choose Business Operations, and select Payroll or click [here](#).

Various information regarding payroll and benefits can be found by subject which are located on the left side of the webpage. By simply clicking on a subject, a new page will open which will have a wealth of information.

**Payroll and Human Resources Contacts**

**PAYROLL BENEFITS & H R SPECIALIST**

Sonja Brown, 360.582.3267  
sonjabrown@sequimschools.org

**PAYROLL BENEFITS & H R SPECIALIST**

Kathy Wright, 360.582.3247  
kwright@sequimschools.org



HSA Annual Contribution Limits for 2019:

Individual: \$3500      Catch up (age 55+): \$1000  
Family:      \$7000

403(b) and 457 DCP Contribution Limits for 2019:

Salary deferral \$19,000      Catch up (age 50+) \$6000