WAC 296-135-060 Advance notice and timing. (1) **Advance notice for foreseeable leave.** As a condition of taking foreseeable leave, an employee shall give advance oral or written notice of the employee's intention to take leave under RCW 49.76.030 and these rules, subject to subsection (2) of this section.

(a) If the employer has a stated policy that requires advance notice for foreseeable leave then the employee shall follow that policy. A "stated policy" means a written policy communicated to the employee prior to the employee requesting leave under these rules.

(b) If the employer does not have a stated policy that requires advance notice for foreseeable leave under these rules by a certain time, then the employee must give advance notice as soon as practicable for the leave requested.

(2) **Exemption from advance notice for unforeseeable leave.** When an employee is unable to give advance notice to the employer because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, stalking, or hate crimes, the employee or their designee must give oral or written notice to the employer no later than the end of the first day that the employee takes such leave.

[Statutory Authority: Chapters 49.46 and 49.76 RCW. WSR 25-24-086, s 296-135-060, filed 12/2/25, effective 1/2/26. Statutory Authority: Chapter 49.76 RCW and 2008 c 286. WSR 10-14-099, § 296-135-060, filed 7/6/10, effective 9/1/10.]