



**Oregon Paid Family Medical Leave (OFML)**  
**It is also called Paid Leave Oregon (PLO)**

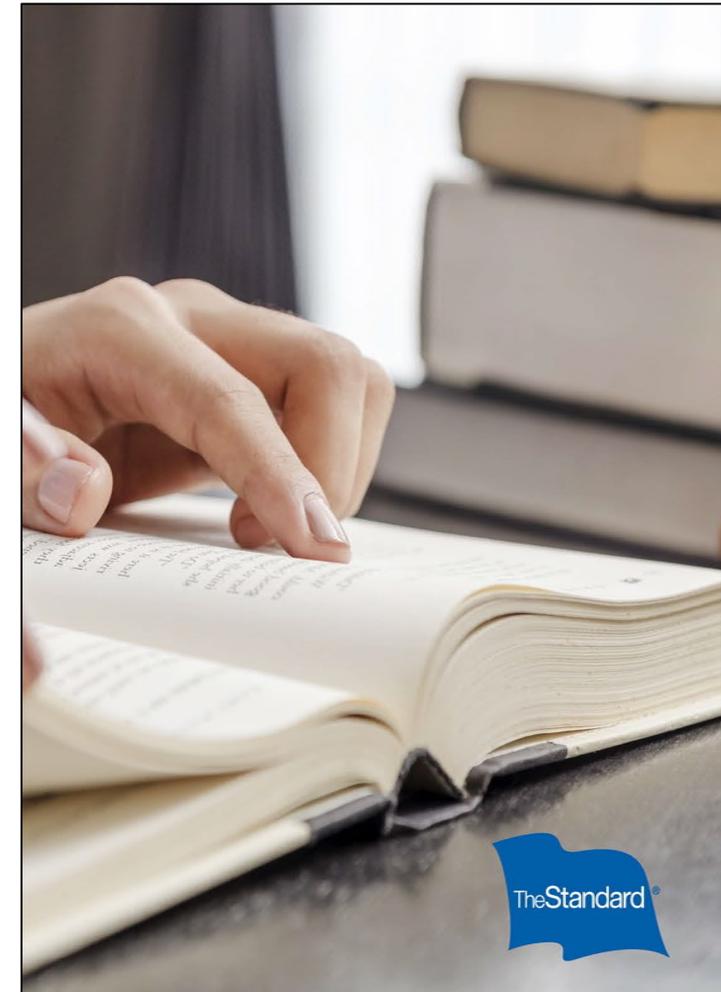


## What is Oregon Paid Family Medical Leave?

It is a new State-required program that provides a job-protected paid leave of absence for employees dealing with qualifying medical, family, and “safe” situations.

- All EOU employees are eligible as of the date of their hire.
- Job protection applies to employees employed by EOU for at least 90 days before taking their OFML leave.

EOU has chosen The Standard to administer its employees’ OFML claims. The Standard must comply with the same rules as if the State of Oregon were administering the claims.



Category	Details
Effective Date	Sept. 3, 2023
Funded by: Employee and Employer Contributions	1% of gross wages. <ul style="list-style-type: none"> <li>• Employee pays 60%. The employer pays 40%.</li> </ul>
Weekly Benefit	Based on how much an employee earns in comparison to the State of Oregon Average Weekly Wage = \$1,269.69/week. This amount is updated annually by the State of Oregon.
Allowable Leave Reasons	<ul style="list-style-type: none"> <li>• Employee's own serious health condition (including pregnancy)</li> <li>• Bonding with a child in the first 12 months after birth, adoption, or foster care placement</li> <li>• Caring for a qualifying family member with a serious health condition</li> <li>• Safe leave (from sexual assault, domestic violence, harassment, or stalking)</li> </ul>
Qualifying Family Relationships	Spouse, domestic partner, child, parent, grandchild, grandparent, sibling, parent of your spouse or domestic partner (“ <i>In Loco Parentis</i> ” may apply), and any individual related by blood or affinity who is the equivalent of a family relationship
Maximum Weeks of Benefit	12 weeks (with up to an additional 2 weeks due to pregnancy related conditions)
Waiting Period	0 days
Range of Possible Weekly Benefits	\$61.24 to \$1,469.78 per week.



OFML Request Method	Steps
<p>The employee informs their supervisor that they want to request a leave of absence.</p> <p>OR</p>	<ul style="list-style-type: none"><li>• Employee completes the online EOU Leave Request form in Mountie Hub.</li><li>• This request moves automatically to the employee's supervisor, then to the HR Dept.</li><li>• The HR Dept. then contacts the employee with additional instructions.</li></ul>
<p>The employee reaches out to the HR Department by phone or a visit.</p> <p>OR</p>	<ul style="list-style-type: none"><li>• HR directs the employee to complete the online EOU Leave Request form in Mountie Hub (or records the information by hand).</li><li>• HR instructs the employee to call The Standard (or complete the paper claim forms)</li><li>• HR sets up an informational meeting with employee to review more details.</li><li>• HR determines the possible need for other services that are not tied to OFML, such as resources available from the Employee Assistance Program (EAP)</li></ul>
<p>Employee calls The Standard directly to file a OFML claim: 800.242.1888</p>	<ul style="list-style-type: none"><li>• The Standard processes the employee's claim for OFML benefits</li><li>• The Standard refers employees to the HR Dept. to ensure the employee's leave of absence is properly coordinated with the employee's supervisor and EOU's leave of absence requirements.</li></ul>



## EOU LEAVE OF ABSENCE REQUEST

When an employee wants to take any kind of leave of absence from work, whether it is a continuous or intermittent leave, the employee's supervisor:

- (a) Directs the employee to complete a leave of absence request in Mountie Hub;
- (b) After receiving the request, carefully reviews the leave request, and
- (c) Approves or declines the request. Contact the HR Department for guidelines and questions about approving and declining leave requests.

### **NEW:**

Each time when an employee wants to take intermittent leave of absence, the employee must complete a new EOU leave of absence request (Mountie Hub). The Standard also requires the employee to notify them (telephone) each time the employee takes intermittent leave. This must be done even if it is only a single day the employee is requesting. OFML intermittent leave is required by the State of Oregon to be taken in one-day increments.



# The Online EOU Leave of Absence Request Form (Mountie Hub)

## Details

The Leave of Absence/PTO/Overtime request form is to be used by all EOU employees for requesting:

- Any kind of leave of absence from work (medical, family, bereavement, military, and safe leave requests);
- All paid time-off (PTO) (vacation, sick/injury, comp time and personal paid time-off requests); and
- Overtime/Callback (Classified employees).

All requests require pre-approval by the employee's supervisor.

Job-protected leaves of absence: Normally, 30 days of advance notice is required to take a job-protected leave of absence including an Oregon Paid Leave (PLO), Oregon Family Medical Leave (OFLA), Family Medical Leave Act (FMLA), and Americans with Disability Act (ADA) leave. After the initial request, additional leave related information is normally required from employees when requesting a job protected leave of absence. The HR Department manages and approves all job-protected leaves of absence, and is available to answer all leave of absence and paid time-off questions.

All requests for future leave must be completed before beginning the leave of absence and before completing the Web Time Entry Timesheet/Leave Report.

Request Type \*

Date / Time of Leave \* 08/16/2023

01:38:19  PM

Date / Time of Return \* 08/16/2023

01:38:19  PM

Total Hours Off \*

### Drop down box will have the options:

- Leave of Absence (Medical/Family/Safe/Bereavement/Military)
- Vacation
- Personal
- Comp Time Taken
- Sick (Reporting Current Illness)
- Sick (Future Medical Apt)
- Overtime or Callback
- Other

## Leave of Absence (LOA) Details

LOA Type \*

Reason for Your Leave of Absence

Your Relation \* Please list your relationship to the person whose circumstances are prompting your leave request. (Self, Husband, Wife, Child, Mother, Father, etc...)

### Drop Down Box for LOA Type:

- ADA Qualifying Disability Leave
- Paternal Leave
- Professional Training (unpaid)
- Military Leave
- Bereavement Leave
- General Unpaid LOA
- Family Medical/Oregon Medical (FMLA/OFLA)
- Oregon Paid Leave

### Your Relation

Please list your relationship with the person whose circumstances prompt your leave request. (Self, Husband, Wife, Child, Mother, Father, etc...)



## OFML Leave of Absence PTO “Top-Off” Option

While on an OFML leave and receiving PLO weekly benefit payments, an employee also has the **option** to use their available EOU accrued paid time off (PTO) benefits: paid sick days, paid vacation days, paid personal days, or paid comp time.

**This is called PTO “top-off.”** Employees may use up to a full day of available PTO for each day they are on PLO leave of absence and receiving PLO weekly benefits. When the OFML leave is for medical reasons, the PTO “top-off” to be used is paid sick time first.

### Timesheets

An EOU employee, when out on any leave of absence, must submit an EOU timesheet every month. The timesheet must be completed according to the employee's regular timesheet submittal deadline.

- If the employee doesn't want to “top-off” their weekly OFML benefits, they mark their timesheets as leave without pay (LWOP) for the days they were on their OFML leave of absence.
- If the employee wants to claim PTO “top-off,” they list the amount of PTO they want to use (hours). If they only take a partial day of PTO, the remainder of that day would be LWOP.