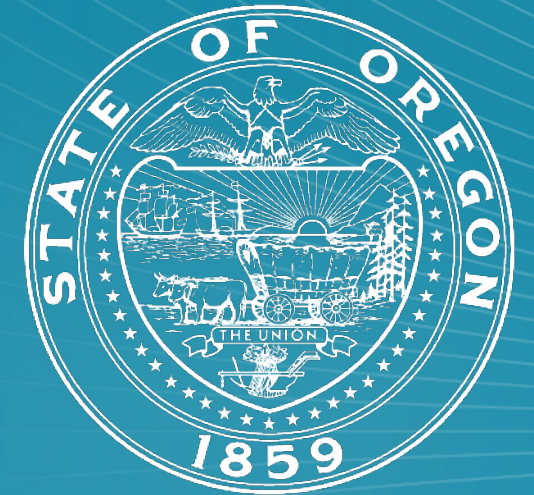


CHRO Presents - Protected Leaves



January 2024

CHRO Paid Leave Oregon Website



- FAQs
- Resources
- Training
- Knowledge Articles

www.oregon.gov/das/HR/Pages/Paid-Leave-CHRO.aspx

Please explore and visit often!

You can find information about Paid Leave Oregon on the [Paid Leave Oregon homepage](#), access a quick start guide on what you need to begin the Paid Leave Oregon process in the [employee toolkit](#) and find information on the forms or documents you'll need to apply for [Family leave](#), [Medical leave](#), or [Safe leave](#).

CHRO Resources

NOTE: Links with an asterisk in the Employees section are tools for all roles.*

[Employees](#) ✕

- [Frequently asked questions](#)
- [Contributions, out-of-state remote workers*](#)
- [Place of Performance examples*](#)
- [Accrued Leave Usage Calculator \(.xlsx\)*](#)
- [Information on Leave without Pay and PERS*](#)
- [Leave Options Chart*](#)
- [Paid Leave Webinar for State Employees](#)
- [Accrued Claim Pending Process](#)
- [Requesting Protected Leave Tutorial](#)

Training

- [Paid Leave Oregon overview](#)
- [Using Accrued Leave](#)
- [Viewing a Paid Leave Event in Workday*](#)
- [Requesting Protected Leave](#)
- [Use of Concurrent Protected Leaves](#)



Frances Online – Application Tips

- BIN in Workday
- Use the search function to find the name of your agency
- Do not change the address
- Find the job category

The screenshot shows the "Time Off (Absence)" page in Workday. The page has a blue header with a back arrow and the text "Time Off (Absence)". Below the header, there are two main sections: "Time Off Calendar" and "View Time Calendar (T)". The "Time Off Calendar" section has a "Click Link Below:" label and a "Request, Cancel or Correct Time Off" button. The "View Time Calendar (T)" section has a "Click Link Below:" label and a "View T" button. Below these sections is a navigation bar with links for "Balances", "Time Off and Protected Leave Requests", "Protected Leave", "Donate My Leave", and "ePayroll / OSPA | Recorded Hours". The "Protected Leave" link is highlighted. Below the navigation bar is a section titled "Protected Leave .. Company BIN (business identification number)" with a settings gear icon. This section contains a table with the following data:

Workday Company	BIN Number	Paid Leave Oregon Name
Department of Administrative Services	005001071	DEPT OF ADMINISTRATIVE SERVICES

At the bottom right of the table, there is a "View More ..." link.

Use of accrued leave



“Employees may choose to use sick, vacation, personal business, compensatory time or straight time leave in any increment, up to their normally scheduled hours, while receiving Paid Leave Oregon.”

- Paid Leave Oregon benefits are not state paid wages
- Any amount of paid or unpaid leave may be used, in any combination on days you receive Paid Leave Oregon benefits (full-days only)
- You must notify your manager if the day will be covered by Paid Leave Oregon

Use of Accrued Leave



1. I work an 8-hour day. May I use 2 hours of Sick Leave and 6 of leave without Pay? – **YES**
2. I work a 10-hour day. May I use 10 hours of Vacation Leave? – **YES**
3. I work a 4-hour day. May I use 1 hour of Sick Leave, 1 hour of Comp Time, 1 hour Vacation Leave and 1 hour of Leave Without Pay? – **YES**
4. I work an 8-hour day. May I use 10 hours of Vacation Leave? – **NO**

Recording Paid Leave Oregon in Workday



Two Absences Requests –


1. One for the paid/unpaid leave
2. One for the protection

Recording Protected Leave in Workday




Time off Type -
Protected Leave

When Tuesday, January 9, 2024


Type * 

Daily Quantity *

Unit of Time Hours

Reason * 

Comment

enter your comment 

Recording Protected Leave in Workday



Protected Leave – Reasons

Total: 8 Hours

Partial Hour Equivalents Chart:

<https://www.oregon.gov/oha/ohltm/leave/docs/ProtectedLeaveRequestForm.pdf> [Docume](#)

When

Type *

Daily Quantity *

Unit of Time

Reason *

Comment

- *Initial Request
- FMLA
- OFLA
- OFLA & FMLA
- Paid Leave Oregon
- Paid Leave Oregon & FMLA
- Paid Leave Oregon & OFLA
- Paid Leave Oregon & OFLA & FMLA

Search



enter your comment

Additional Data in Workday



PDF

Carol Williams
Senior State Hr Mgmt Consultan

Actions

Phone Email Team

Summary
Overview
Personal
Contact

Names Personal Information IDs **Additional Data** Documents My Service Dates Union / Representation

Legal Name 1 item

Name	
Carol N Williams	Edit

Preferred Name 1 item

Name	
Carol N Williams	Edit

Additional Data in Workday



Disability Insurance .. Paid Leave Oregon

0 items



Event #	Type	Paid Leave Oregon Benefit Year Start Date	Paid Leave Oregon Benefit Year End Date	Status	Event Start Date	Event End Date	Paid Leave Oregon Eligible for Job Protection	Number of Work Days Approved	Standard Insurance	Other Insurance Provider	Comments
No items available.											

Info

Family & Medical Leave .. Protected Leave

0 items



Event #	Status	Protected Leave	Leave Year Start Date	Leave Year End Date	Exhaust Date	Qualifying Condition	Paid Leave Oregon	Chronic Condition	SAIF Related	Condition Identifier	Auto Designated	Event Start Date	Event Proposed End Date	Event End Date	Entitle
---------	--------	-----------------	-----------------------	---------------------	--------------	----------------------	-------------------	-------------------	--------------	----------------------	-----------------	------------------	-------------------------	----------------	---------

Additional Data in Workday



Balances Time Off and Protected Leave Requests **Protected Leave** Donate My Leave ePayroll / OSPA | Recorded Hours

Protected Leave .. Company BIN (business identification number)

Workday Company	BIN Number	Paid Leave Oregon Name
Department of Administrative Services	005001071	DEPT OF ADMINISTRATIVE SERVICES

[View More ...](#)

Disability Insurance

Disability Insurance .. Paid Leave Oregon

Event #	Status	Type	Paid Leave Oregon Benefit Year Start Date	Paid Leave Oregon Benefit Year End Date	Event Start Date	Event End Date	Paid Leave Oregon Eligible for Job Protection	Number of Work Days Approved	Standard Insurance	Other Insurance Provider	Comments
No items available.											

[View More ...](#)

Family & Medical Leave .. Protected Leave

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[View More ...](#)

Additional Data in Workday



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[View More ...](#)

Disability Insurance

Disability Insurance .. Paid Leave Oregon

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[View More ...](#)

Family & Medical Leave .. Protected Leave

Event #	Status	Protected Leave	Leave Year Start Date	Leave Year End Date	Exhaust Date	Qualifying Condition	Paid Leave Oregon	Chronic Condition	SAIF Related	Condition Identifier	Auto Designated	Event Start Date
---------	--------	-----------------	-----------------------	---------------------	--------------	----------------------	-------------------	-------------------	--------------	----------------------	-----------------	------------------

[View More ...](#)

FMLA/OFLA Leave Year



The leave year begins 52-weeks from the Sunday immediately preceding the first day of the leave.

Eligibility is run monthly as employee continues to need intermittent leave

Jan. 1,
2024

Employee requests FMLA/OFLA for a new, ongoing condition and does not meet eligibility

June 1,
2024

Employee meets eligibility requirements for OFLA

OFLA Leave Year Starts: May 26, 2024

Dec. 1,
2024

Employee meets eligibility requirements for FMLA

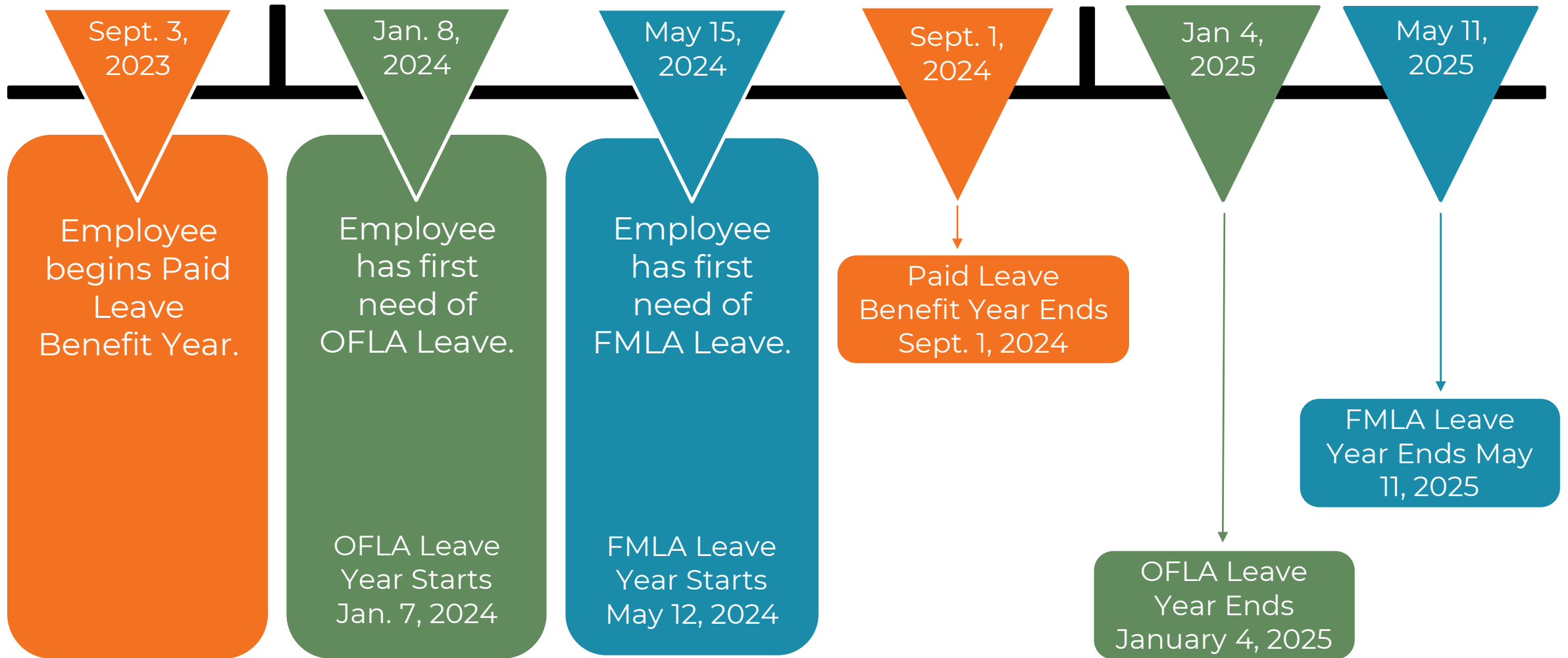
Employee may use up to 12 weeks of OFLA leave for this and any new condition

May 25,
2025

OFLA Leave Year Ends May 25, 2025

Nov. 30,
2025

FMLA Leave Year Ends November 30, 2025



The amount of leave in any combination of Paid Leave and OFLA that can be used in a Paid Leave benefit year is 16 weeks (18 weeks for pregnancy disability).

PAID LEAVE CLAIM PENDING 2024

Continuous Leave

EMPLOYEE INDICATES USE OF LEAVE IN WORKDAY

Employee enters accrued leave or Leave Without Pay in Workday

IF LEAVE IS USED

Employee receives any payment for accrued leave on their regularly scheduled payday.

EMPLOYEE DOES NOT INDICATE USE OF LEAVE IN WORKDAY

Agency sends employee a form to indicate leave type.

Agency places employee on a leave of absence in Workday pending notification from employee on the use of accrued leave.

NO RESPONSE

Employee remains on leave of absence in Workday.

EMPLOYEE INDICATES DESIRE TO USE ACCRUED LEAVE

Agency applies accrued leave and provides any monies owed from previous pay period(s) within three business days.

If during a payroll blackout date, payment will be made within three business days after the blackout dates.

Employees may use any amount of accrued leave/Leave Without Pay on days they receive Paid Leave benefits up to their scheduled work hours.

Intermittent Leave

Employee enters their accrued leave/Leave Without Pay into Workday for full day absences.

Retroactive Changing of Leave Type

LEAVE WITHOUT PAY TO ACCRUED LEAVE

ALLOWED

If employee chose to use Leave Without Pay while claim pending or while receiving benefits and later changes to use accrued leave, agency applies accrued leave and provides payment to employee within three business days.

ACCRUED LEAVE TO LEAVE WITHOUT PAY

NOT ALLOWED

If employee chose to use Accrued Leave while claim pending or while receiving benefits and later wishes to change to Leave Without Pay, request to change will not be accepted.

Other information



- Use of leave without pay may affect your PERS time of service
- Paid Leave Oregon benefits are not PERS subject salary
- Paid Leave Oregon does not affect an employee's seniority, eligibility for salary increases or the employee's recognized service date (continuous service date)
- Paid Leave Oregon does not count as time worked for overtime purposes.
- Employees still receive pay for the holiday while receiving Paid Leave Oregon.

Protected Leave



Questions and Answers