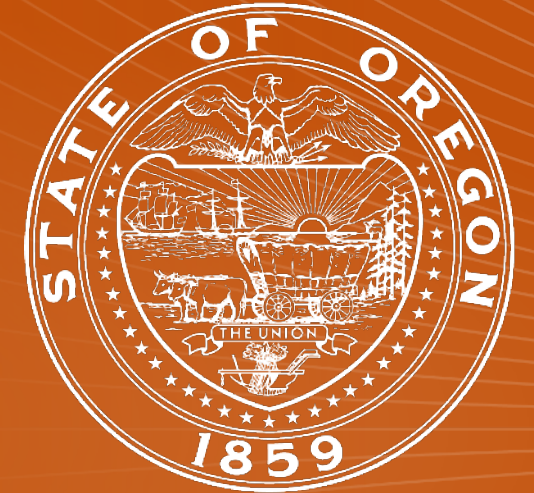


Paid Leave Oregon Information Session Human Resources



September 2023

Important!



- This presentation provides information specific to state of Oregon employees and how it relates to their employment with the state
- Refer employees to Paid Leave Oregon for questions about the program e.g., eligibility, benefits, notifications or appeals

Agenda

- 01** CHRO Paid Leave Oregon website
- 02** Notification of Leave
- 03** Use of accrued leave
- 04** Recording Paid Leave Oregon in Workday
- 05** Paid Leave Oregon and the Oregon Family Leave Act
- 06** Expanded definition of family member
- 07** Job protections
- 08** Other information
- 09** Sick Leave and expanded definition of family member
- 10** Questions



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!

General Paid Leave Oregon Information

Paid Leave Oregon is administered by the Oregon Employment Department. Applications for benefits are submitted directly to Paid Leave Oregon, and they will review and make the determination of benefits. Employees can apply now at [Frances Online](#) and benefits begin Sept. 3, 2023.

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](#)
- [Paid Leave webinar for state employees \(August 2023\)](#)
- [Contributions, out-of-state remote workers*](#)
- [Place of Performance examples*](#)

Training

- [CHRO Provided Information Sessions \(.docx\)](#) September 2023
- [Paid Leave Oregon overview](#)
- [Using Accrued Leave](#)
- [Agency Information to Apply for Paid Leave Benefits](#)

Workday Knowledge Articles

- [Out-of-state remote work request](#)
- Additional Workday Knowledge Articles *coming soon*

Human Resources

- [Frequently asked questions for absence partners](#)

Training

- [Entering a Paid Leave Oregon event in Workday](#)
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- [Frequently asked questions for payroll professionals](#)
- Additional payroll resources *coming soon*

Notification of Leave



- Employees must provide at least 30 calendar days' notice to the agency before commencing family, medical or safe leave under Paid Leave Oregon, when foreseeable
- If the leave is not foreseeable, an employee must give verbal notice within 24 hours of the beginning of the leave and written notice within three days of the beginning of the leave
- Employees may notify their supervisor, manager or HR Department
- Employees are expected to follow your agency call-in procedures

Implementation Phases



- Temporary implementation – September 3, 2023 through December 31, 2023
- Final policies and procedures – January 1, 2024
- Collective bargaining agreement may refer to policy or have its own language.

Policy Statement:

As of September 3, 2023, the Executive Branch of state government temporarily modifies Paid Leave Oregon policy to include use of accrued leave in any increment while receiving Paid Leave Oregon benefits the period of September 3, 2023 through December 31, 2023.

Policy Authority: ORS 240; ORS 659B.020

Applicability: All employees (including temporary employees) when not in conflict with an applicable collective bargaining agreement.

Attachments: None

Policy Amendments

Effective September 3, 2023 and December 31, 2023, Paid Leave Oregon policy 60.000.04 is amended as follows:

(10) Use of paid leave: Employees may choose to use sick, vacation, personal business, compensatory time or straight time leave in any increment while receiving Paid Leave Oregon.

Use of Accrued Leave



Through December 31, 2023:

- Any amount of paid or unpaid leave may be used, in any combination
- Only on the days they receive Paid Leave Oregon benefits (full-days only)
- Accrued leave may not be used to exceed 100% of state paid wages
- Employees must notify their manager if the day will be covered by Paid Leave Oregon

Use of accrued leave while receiving Paid Leave Oregon in 2024 is being discussed.

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**

This use of accrued leave is only applicable to days covered by Paid Leave Oregon. The employee must notify you of benefits to use any amount of accrued leave.

Recording Paid Leave Oregon in Workday



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- All scheduled hours must be accounted for
- There is not a Paid Leave Oregon leave option
- Add “Paid Leave Oregon” in the Comments section of the leave request

Recording Paid Leave Oregon in Workday



Example

When Tuesday, September 12, 2023

Type *


Start Time

End Time

Daily Quantity *

Unit of Time Hours

Comment



Expanded Definition of Family Member



1. Relationship to employee:

Child (biological, adopted, stepchild, or foster child; spouse/domestic partner's child, or the child's spouse/domestic partner)

Child is 17 years or younger

Child is 18 years or older

Spouse or domestic partner

Sibling or stepsibling or the sibling's or stepsibling's spouse/domestic partner

Parent (biological, adoptive, stepparent, foster parent, or legal guardian, or the parent of your spouse/domestic partner, or your parent's spouse/domestic partner, or in loco parentis)

Grandparent or grandparent's spouse/domestic partner

Grandchild or grandchild's spouse/domestic partner

Affinity (see definition on page 3)

Paid Leave Oregon and Oregon Family Leave Act



- Employees receiving Paid Leave Oregon for a pregnancy-related condition receive an additional six (6) weeks of leave.
- Employees receiving Paid Leave Oregon for any other reason receive an additional four (4) weeks of leave.
- The additional OFLA will be added to Workday.

Subject: Addendum E – Family and Medical Leave,
60.000.15

Emboldened and italicized text reflects revisions and additions to current policy language.

Policy Statement:

As of September 3, 2023, the Executive Branch of state government modifies the Family and Medical Leave policy to include expanded use of the Oregon Family Leave Act (OFLA) for reasons approved by Paid Leave Oregon for the period of September 3, 2023 through December 31, 2023.

Recording OFLA in Workday Expanded Definition of Family Member



Employees must use OFLA when receiving Paid Leave Oregon

When	Monday, September 11, 2023
Type *	<input checked="" type="checkbox"/> Family & Medical Leave / Family Member - Serious Health Condition - Grandchild / Other
Daily Quantity *	8
Unit of Time	Hours
Reason *	<input checked="" type="checkbox"/> Other
Comment	

Job Protections



Eligibility for job protection – Must be employed by the state for more than 90 calendar days prior to the start of Paid Leave Oregon.

- Agency will continue to pay its share of the medical, dental, vision and basic employee-only life insurance. Employees must pay your share of the premiums.
- Reinstatement rights

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)
- Contact PEBB for information on the use of Standard Disability and Paid Leave Oregon
- Contact Paid Leave Oregon for questions about the program

Other Information



- Approval of Paid Leave Oregon will be recorded in the employee's Workday profile under Personal, Disability Insurance. We have requested managers have access to this.

Disability Insurance

0 items

Type	Start Date	End Date	Eligible for Job Protection (Paid Leave Oregon)	Number of Work Days Approved	Standard Insurance	Other Insurance Provider	Comments
No items available.							


- Paid Leave Oregon notifications are in the employee's Workday profile under Documents, Medical –Paid Leave Oregon

Expanded Definition of Family Member – Sick Leave



If taking leave for Affinity (a person you are connected to like a family member), employees will be asked to complete an Attestation Form.

The form is available in the Sick Leave Policy toolkit.



Attestation for Affinity Relationship
For the purposes of OFLA or Sick Leave

EMPLOYEE INFORMATION

Name (first and last): _____

Agency: _____

Employee OR #: _____

AFFINITY INFORMATION

Name of person considered family under affinity (first and last):

"Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. The bond described may be demonstrated by, but is not limited to, the following factors, with no single factor being determinative:

- (A) Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- (B) Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- (C) The expectation to provide care because of the relationship or the prior provision of care;
- (D) Cohabitation and its duration and purpose;

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Spread the word!

Questions?

