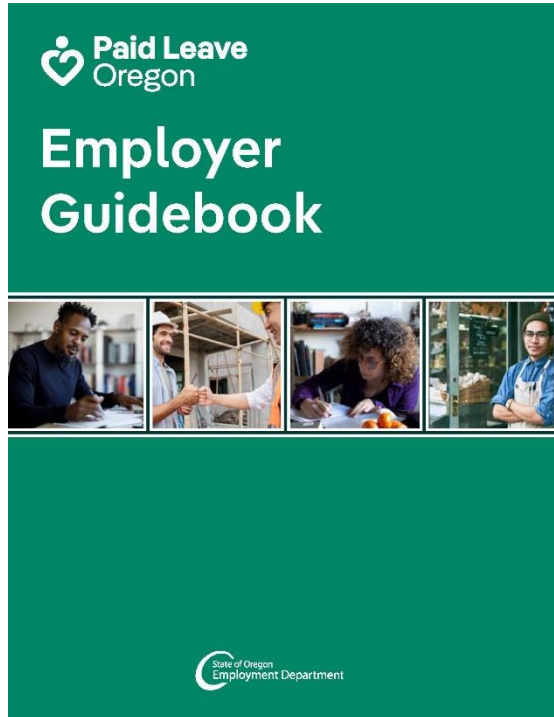




A new program that allows employees in Oregon to take paid time off for some of **life's most important moments** that impact our families, health and safety.

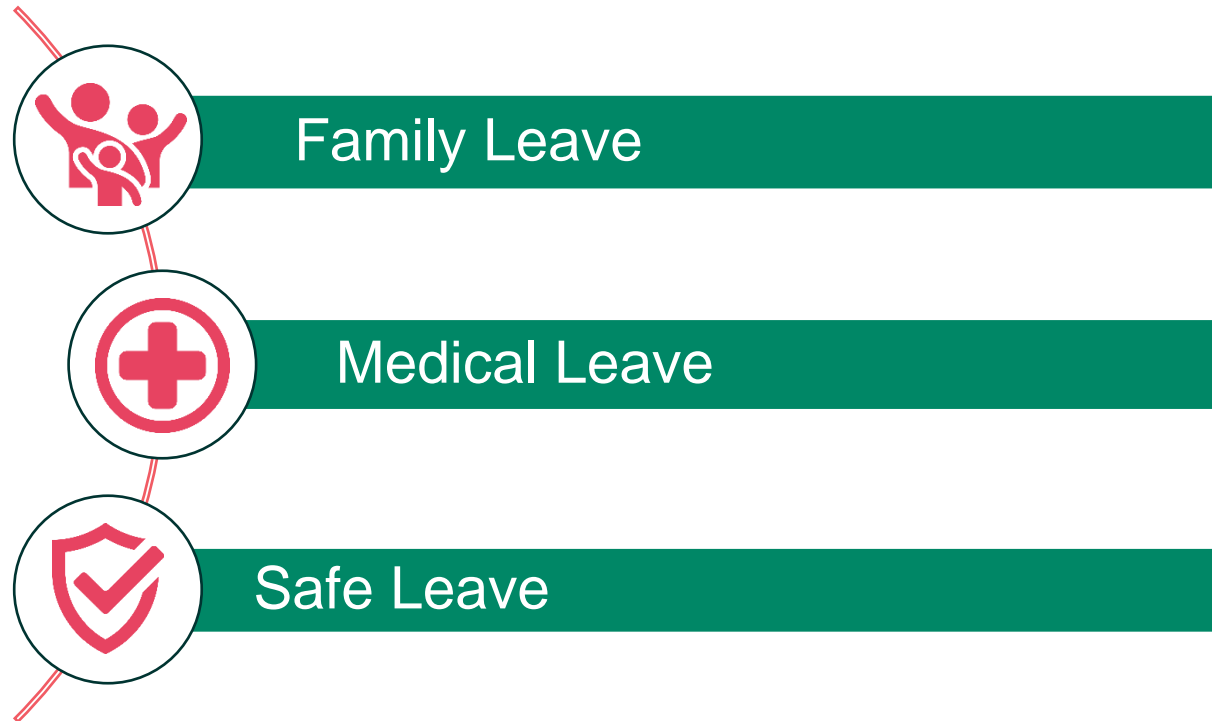
# Introducing the Employer Guidebook!



- A comprehensive guide available in 11 languages
- Covers everything from employer responsibilities to requesting an assistance grant
- Designed to answer all Paid Leave questions in one place
- Found on our resources page



# What is Paid Leave Oregon?



# Who is covered by Paid Leave Oregon?



## **Employers**

- All employers with at least one employee working in Oregon

## **Employees**

- All employees working in Oregon

## **Elective Coverage**

- **Self-employed individuals and independent contractors**
- **Tribal governments**



# Paid Leave Eligibility



- You are employed and your work is located in Oregon.
- You earned at least \$1,000 in wages in the year prior to your qualifying event.
- You contributed to Paid Leave through payroll deductions.
- You experience a qualifying event.



# Leave Durations Compared

LEAVE DURATION AND BENEFIT PAYMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Leave duration (most cases)	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period	40 hours in a one-year period
Maximum leave duration (for certain combinations of leave types)	14 weeks in a one-year period	36 weeks in a one-year period	26 weeks in a one-year period	Employers may cap use at 40 hours per year
Payment	Paid Leave	Unpaid Leave	Unpaid Leave	Paid Leave for employers with 10 or more employees (6 or more in Portland)
Benefit amount	Varies based on employee's average weekly wage. Up to 100% for lower-income workers.	n/a	n/a	100% of regular wages



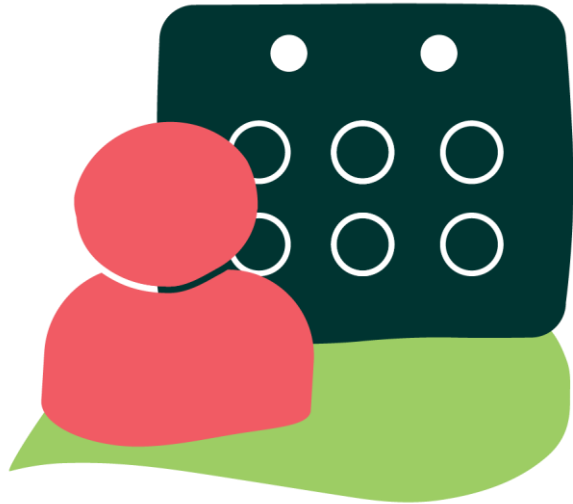
# Verification of Qualifying Events

Leave type verification	OAR/ORS reference
Family Leave (to care for or bond with a child)	471-070-1110
Medical Leave, (serious health condition)	471-070-1120
Safe Leave	471-070-1130

- To be eligible for leave, a patient must have a qualifying event that can be verified.
- Our Employee guidebook lists how each type of leave must be verified starting on page 22



# Leave Increments, Duration, and Benefit Period



- Leave may be taken in days or weeks and may be taken intermittently
- Benefit years are a 52-week period commencing the Sunday prior to your leave
- Separate claims must be filed for separate qualifying events in a single year
- For chronic conditions, a new application must be filed at the start of a new benefit year







# How to Apply for Benefits

## Documentation

- Gather your documentation
- Decide the amount and schedule of leave you're applying for

## Notify your Employer

- 30 days for foreseeable leave
- 24-hour emergency notice + written notice within 3 days

## Apply for Benefits

- Set up your Frances Online Account
- \*Paper applications will be available on the website
- Apply no earlier than 30 days before leave

## Update your Application

- Notify OED of any changes within 10 days

*OED will make a reasonable effort to issue the first payment of benefit within two weeks after approving the claim.*

*\*If you send us a paper application, it may take longer for you to receive a response.*



# Example of Payroll Contributions and Benefits

## Example of payroll contributions

State Average Weekly Wage for 2023-24: \$1,269.69

	Annual earnings (Weekly earnings)	Annual employee Paid Leave contributions	Annual employer Paid Leave contributions	One week's Paid Leave benefits
Minimum wage employee	\$28,080 (\$540)	\$168.48	\$112.32	\$540
Median income employee	\$67,058 (\$1,289.58)	\$402.35	\$268.23	\$1,057.44
High income employee	\$132,900 or more (\$2,555.78 or more)	\$797.40	\$531.60	\$1,523.63

- Minimum Weekly Benefit Amount: \$63.48
- Maximum Weekly Benefit Amount: \$1,523.63





# Taxability

- Paid Leave Oregon contributions are taken out after-tax and will not reduce your taxable income.
- Paid Leave Oregon benefits are taxable.
- Taxes will not be automatically withheld from benefits.
- The Oregon Department of Revenue provided detailed information about the tax treatment for contributions and benefits in a memo, posted on the Paid Leave website.





# Job protections

- The employee's job is protected if they have worked for the employer more than 90 days
- Job protection applies regardless of employer size
- Return employee to equivalent position (or similar, if small employer and position no longer exists)
- Continue health benefits while employees are on leave
- No discrimination or retaliation for employees taking or inquiring about Paid Leave



# Have suggestions, questions, or concerns?



- **Website:** [PaidLeave.Oregon.gov](https://PaidLeave.Oregon.gov)
- **Email:** [paidleave@oregon.gov](mailto:paidleave@oregon.gov)
- **Phone:** 833-854-0166
- Subscribe to our mailing list
- Accommodations, including interpreters, are available

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