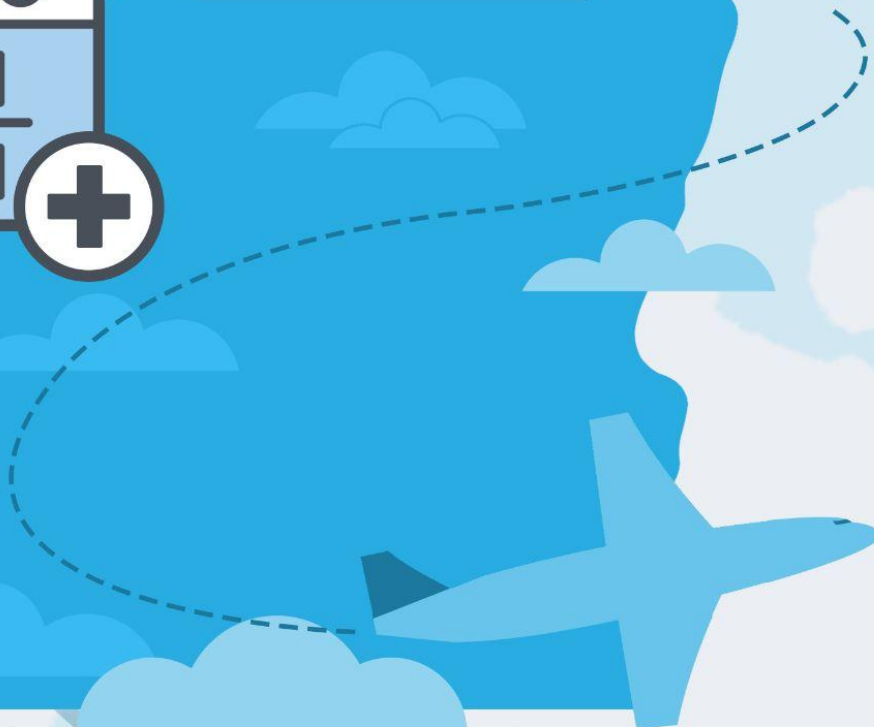
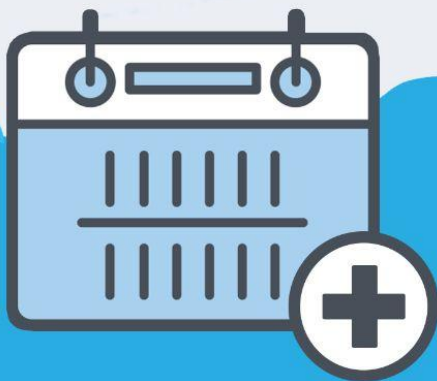




# Employer Pass

IN PARTNERSHIP WITH

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# OREGON

> FAMILY  
LEAVE ACT

# Oregon Family Leave Act (OFLA) Policy Sample

The Oregon Family Leave Act (OFLA) provides unpaid job-protected leave to eligible employees under certain circumstances. An employee returning from leave is entitled to their former job or to an available equivalent job if their former job has been eliminated.

## OFLA Eligibility

For OFLA leave benefits, workers must be employed for at least 180 days and work at least an average of 25 hours a week during the 180 days before leave begins. For OFLA parental leave only, employees must be on the job for at least 180 days only.

## Public Health Emergency Stipulation

During a public health emergency, OFLA leave will also be granted to employees who are usually not eligible, unless they have worked less than 30 days for the employer, or have worked, on average, less than 25 hours per week in the 30 days before the start of their leave.

## OFLA Access & Usage

Employees are required to give written notice to the Company 30 days in advance of the leave unless it is impracticable to do so, or if the leave is taken for an emergency.

OFLA leave will run concurrently with other leaves applicable under the circumstances and employees may be required to use available paid time off while on OFLA leave. The Company may require documentation of the need for leave when allowed by law.

Employees may take leave for the following reasons:

- **For the birth, adoption, or foster care placement of a child**
  - Leave length: employee is entitled up to 12 weeks
- **To care for a family member with a serious health condition or the employee's own serious health condition**
  - Leave length: employee is entitled up to 12 weeks
- **For pregnancy disability or prenatal care**
  - Leave length: employee is entitled up to 12 weeks
- **To care for a sick child who does not have a serious health condition, but requires home care, including when the child's school or place of care has been closed because of a statewide public health emergency declared by a public health official**
  - Leave length: employee is entitled up to 12 weeks
- **To deal with the death of a family member**
  - Leave length: employee is entitled up to 2 weeks

**Note:** Family members include spouses, same-sex domestic partners, children, parents, grandparents, grandchildren, parents-in-law, and children and parents of same-gender domestic partners.

## OFLA Leave Amounts

Employees may take a maximum of 12 weeks of OFLA leave in a 12-month period.

Leaves need not be taken concurrently or for the same issue. However, employees may be entitled to take additional leave; employees taking pregnancy disability leave are allowed an additional 12 weeks for any other OFLA-qualifying purpose, and employees who have taken 12 weeks of parental leave may take an additional 12 weeks for sick child leave.

Employees who leave employment and are rehired within 180 days will have their previous hours worked credited toward their eligibility for OFLA leave.



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