

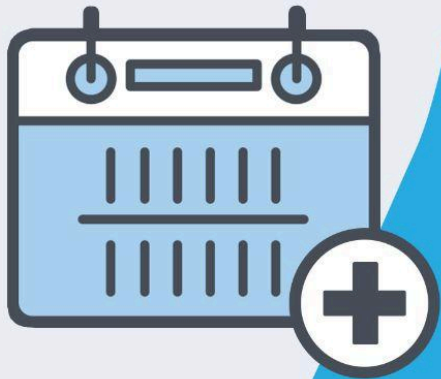


Employer Pass

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> OREGON FAMILY LEAVE ACT POLICY



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.

This Policy has been updated to reflect the updates that took place in 2024.

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.

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:

- **Parental Leave** - To provide home care for a child with an illness, injury, or serious health condition, or because their school or care provider is closed due to a public health emergency
 - OFLA leave is capped at 12 weeks for the home care of an employee's child
- **Bereavement Leave** - for the death of a family member
 - OFLA leave is capped at two weeks per family member, with a maximum of four weeks per year
- **Military Family Leave**
 - OFLA leave is capped at 14 days per deployment
- **Pregnancy leave** - To care for an illness, injury, or condition related to their own pregnancy or childbirth that prevents them from performing any available job duties offered by the employer
 - OFLA leave is capped at 12 weeks per year, in addition to time off for any of the aforementioned reasons

Two employees can take simultaneous leave if:

- One employee needs to care for the other
- One employee must take a sick child leave while the other is off with a health issue.
- Both employees are sick

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.

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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