

	<i>Administrative Regulation</i>	
	Policy#	8.5
	Effective:	09/03/2023
	Revised:	06/25/2025
Paid Leave Oregon Insurance		Owner: Human Resources

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

This policy ensures eligible employees have access to paid leave benefits, promoting economic security, work-life balance, and family well-being in compliance with OAR 471-070 and ORS 657B governing Paid Family and Medical Leave Insurance. (Specifically, OAR 471-070-2200 and ORS 657B.210 for Equivalent plans)

SCOPE:

This regulation applies to all employees who meet eligibility criteria.

POLICY:

The City of Springfield provides paid protected leave, commonly referred to as Paid Leave Oregon (PLO) through the City's third-party administrator, currently Lincoln Financial.

All health-related information gathered by the insurer and the City during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using this benefit. We encourage each employee to use the combination of time off and benefits that meet their personal needs.

The Oregon Employment Department (OED) reviews and sets the contribution rate annually. Employees are responsible for 60% of the contribution rate (gross wages X 0.006). Notice will be provided to employees in advance of any change in the contribution rate as determined by OED.

PROCEDURE:

1. Eligibility

- 1.1. Eligibility determinations are made by the City's insurance provider. If an employee disagrees with an eligibility determination, they may appeal as outlined in the determination notice.
- 1.2. Most employees who work in Oregon are eligible to submit a claim. To be covered, an employee must have:

- 1.2.1. Earned at least \$1000 in wages in the base or alternate **base year** from all employment in Oregon.
- 1.2.2. Contributed to PLO through payroll deductions in the base or **alternate base year**.
- 1.2.3. Have a life event that qualifies.

2. Reasons for Leave

- 2.1. For an employee's own **serious health condition**.
- 2.2. To bond with a child after birth, adoption, or foster placement; can be taken within the first 12 months after the birth, adoption, or placement.
- 2.3. To care for a **family member** experiencing a serious health condition.
- 2.4. For survivors of sexual assault, domestic violence, harassment, or stalking to obtain legal or law enforcement assistance; seek medical treatment or counseling; recover from injuries; obtain support services; or relocate to ensure health and safety.

3. Length of Leave

- 3.1. Leave must be taken in increments no smaller than a full workday. Employees can take leave all at once (continuous) or in separate blocks of time (intermittent).
- 3.2. An employee may qualify for up to twelve (12) weeks of paid leave per benefit year in any combination of family, medical, and safe leave. The benefit year begins on the Sunday before the period of leave and lasts for 52 weeks. An employee may also qualify for an additional two weeks of paid leave if they have limitations related to pregnancy.
- 3.3. An employee is not required to take sick leave, vacation leave, or other accrued leave prior to accessing paid leave benefits.

4. Benefit Amount While on Leave

- 4.1. The benefit amount is determined by the City's insurance provider, based on the employee's prior wages and the state average weekly wage.
- 4.2. OED sets the state average weekly wage annually. OED uses the state average weekly wage to set a minimum weekly benefit amount and maximum weekly benefit amount. The minimum is 5% of the state average weekly wage, and the maximum is 120% of the state average weekly wage.

- 4.3. Paid Leave Oregon Insurance benefits are provided in addition to any accrued sick leave, vacation, Paid Time Off (PTO), or other paid leave benefits available to the employee.
- 4.4. Employees are not eligible to receive Paid Leave Oregon Insurance benefits for any week in which they receive time loss benefits, workers' compensation, or unemployment benefits under ORS Chapters 656 or 657.

5. Notification of the Need for Leave

- 5.1. An employee is required to provide notice of the intent to take leave.
 - 5.1.1. For planned events, the employee is required to provide thirty (30) days' written notice.
 - 5.1.2. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days.
 - 5.1.3. If an employee is incapacitated due to the unplanned event and unable to meet these obligations, they must notify the City as soon as possible.
- 5.2. The employee needs to request PLO through Lincoln Financial. To initiate a new leave request use one of the following methods:
 - 5.2.1. *Website:* MylincolnPortal.com. If this is your first time logging in, use company code LF1073CIT.
 - 5.2.2. *Phone:* (888) 408-7300.
- 5.3. Employees are also required to provide notification to their supervisor consistent with their departmental procedures.

6. Job and Benefit Protection While on Leave

- 6.1. If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return if the same position no longer exists, the employee will be returned to a position equivalent in duties, pay, benefits, and other employment terms.
- 6.2. If, at the time of leave, the employee is receiving health benefits, these will be maintained. Employees are required to pay their share of health premiums while on leave.

7. Complaint Procedure

- 7.1. The City strives to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to Human Resources promptly and in writing.
- 7.2. We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may also contact the Oregon Bureau of Labor and Industries (BOLI) to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

DEFINITIONS:

1. **“Alternate base year”** is the last four completed **calendar quarters** before your benefits start. Paid Leave only uses the alternate base year if you did not have \$1,000 of wages in the base year.
2. **“Base year”** is the first four of the last five completed calendar quarters before your benefits start.
3. **“Calendar quarter”** is a three-month period ending March 31 (quarter 1), June 30 (quarter 2), Sept. 30 (quarter 3) or Dec. 31 (quarter 4).
4. **“Family members”** include spouses and domestic partners; children; parents; siblings or stepsiblings; grandparents; grandchildren; and any individual related by blood or affinity whose relationship is equivalent to family.
5. **“Serious health condition”** is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

RESOURCES:

Administrative Regulations:

1. [Family Medical Leave](#)
2. [Oregon Sick Time Leave](#)
3. [Crime Victims Leave](#)
4. [Compassionate Leave](#)

Leave Requests:

1. [MyLincoln Portal](#): If this is your first time logging in you'll need the company code, **LF1073CIT**. Follow the guided steps, beginning with **Start a claim or leave**.

Website Resource:

1. [City's Protected Leave Springboard Page](#).
2. [Paid Leave Oregon](#)

3. [Oregon Bureau of Labor & Industries](#)