



POLD Paid Leave Oregon Policy

Port Orford Public Library District (POLD) provides a Paid Leave Oregon (PLO) insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Cost

Employees will see a **[up to 60% of 1%]** deduction from gross wages for each paycheck. The employer will contribute **[no less than 40% of 1%]** of the employee's gross wages for each paycheck. The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

Reasons for leave

Benefits may apply to a variety of situations, including:

- Family leave
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - When the child is placed in the employee's home through foster care or adoption
- Employees own serious health condition*
- To care for a family member with a serious health condition*
- Medical leave - The employee caring for themselves when the employee has a serious health condition*
- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking
- Pregnancy Disability Leave (additional 2 weeks)

* A 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 soon, requires

constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings from the prior year. This will also be part of the determination of Employees may choose to use accrued leaves while on PLO. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit [Employees and Paid Leave Oregon](#) for the current rates.

Use of accrued leaves while on PLO

will be used in the following order **PLO, PTO**. Employees may use up to the number of hours they are regularly scheduled to work. Employers may not require an employee to use these leave balance(s).

Notification of the need for leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice (written or email). 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. If an employee is incapacitated due to the unplanned event and is unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Filing a claim for coverage

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and benefit protection while on leave

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 exists. If the same position does not exist choose the statement below that represents your organization's employee count to finish this sentence.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

Complaints procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Library Director promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.