

Congratulations, You're Having A Baby!



We want to help make this a smooth transition as you plan your time off. Follow these quick steps below to make your leave of absence an easy process.

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Apply for Leave Early:

A leave of absence under the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) protects both your job and your benefits whether or not you have paid leave balances to use.

To initiate your leave request, contact FMLASource approximately 30 days before your baby is due. When you call FMLASource, a Benefits Specialist will verify your information, initiate the leave and answer any questions that you may have. We know the little tykes don't always arrive on schedule so use your best guess due date and let FMLASource know exactly when they have arrived.

FMLASource Contact Info:

Website: www.fmlasource.com

Email: fmlacenter@fmlasource.com

Phone: 833-515-0763

Call Center Hours 5:30 am-7:30pm PST Monday-Friday

Mobile App: FMLASource Now (for Google Play or Apple iOS).

You must have your employee ID number and your home ZIP (postal) code on file with your employer to register.



Parental Leave

Parental Leave is time for you to bond with your child after birth, adoption or foster placement in your home.

Parental leave is FMLA/OFLA protected and can be taken by either parent. You may take up to 12 week for the birth, adoption, or foster placement of your child. Parental leave may be taken continuously or intermittently with employer approval. However, parental leave must be taken within one year of the birth or placement of your child.

Pregnancy Disability Leave

Pregnancy Disability Leave can be taken before and after birth during any period of time the employee is physically unable to work because of pregnancy or a pregnancy-related condition.

This leave is taken by a pregnant employee for a disability related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care. This is an FMLA/OFLA protected leave. In general, the pregnancy disability will be 6 weeks for vaginal delivery and 8 weeks for a c-section. If you have other conditions or complications that arise as a result of your pregnancy, you may be eligible for additional pregnancy disability. Ultimately, the period of disability is determined by your doctor.

If you qualify for FMLA/OFLA, you may be eligible for up to 6-12 weeks of pregnancy disability and an additional 12 weeks of bonding.

Unpaid Childcare Leave

This leave is available to PPS employees and can be taken after the birth or placement of your child. The eligibility and benefits are outlined in your Collective Bargaining Agreement.

If you have exhausted your FMLA/OFLA entitlement and wish to use unpaid childcare leave, please submit a [Leave of Absence Request form](#). We will ask you to submit your leave request application at least 30 days prior to the start date of the unpaid childcare leave.

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Time Off Scenarios:

Below are some common time off scenarios for employees who are pregnant. Keep in mind that the period of disability is determined by your physician.

If you are eligible, up to 12 weeks of leave will be counted towards your annual 12-week Federal Family and Medical Leave Act (FMLA) and/or your annual 12-week Oregon Family Leave Act (OFLA) leave entitlements for medical and parental leave. These are job protection entitlements and do not determine whether your leave is paid or unpaid.

If you're not ready to part from the little one and wish to request an extension of your leave, contact FMLASource. If you have exhausted your FMLA/OFLA entitlement and wish to use unpaid childcare leave as outlined in your Collective Bargaining Agreement, please submit a [Leave of Absence Request form](#). We will ask you to submit the leave request application at least 30 days prior to the start date of the unpaid childcare leave.

Scenario 1: Assumes standard delivery, doctor certifies 6 weeks of disability:

- 6 weeks FMLA/OFLA pregnancy disability
- 6 weeks FMLA/OFLA parental/bonding
- 6 weeks OFLA parental
- Unpaid childcare per contract:
 - PAT – up to 1 year
 - PFSP – up to 1 year
 - ATU, DCU, SEIU, up to 6 months

Scenario 2: Assumes some surgery related to delivery, doctor certifies 8 weeks of disability:

- 8 weeks FMLA/OFLA pregnancy disability
- 4 weeks FMLA/OFLA parental/bonding
- 8 weeks OFLA parental
- Unpaid childcare per contract:
 - PAT – up to 1 year
 - PFSP – up to 1 year
 - ATU, DCU, SEIU, up to 6 months

Scenario 3: Assumes 4 weeks bed rest pre-delivery, standard delivery without complications and 6 weeks of disability post birth:

- 10 weeks FMLA/OFLA pregnancy disability
- 2 weeks FMLA/OFLA parental/bonding
- 10 weeks OFLA parental
- Unpaid childcare per contract:
 - PAT – up to 1 year
 - PFSP – up to 1 year
 - ATU, DCU, SEIU, up to 6 months

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Figuring out your time off:

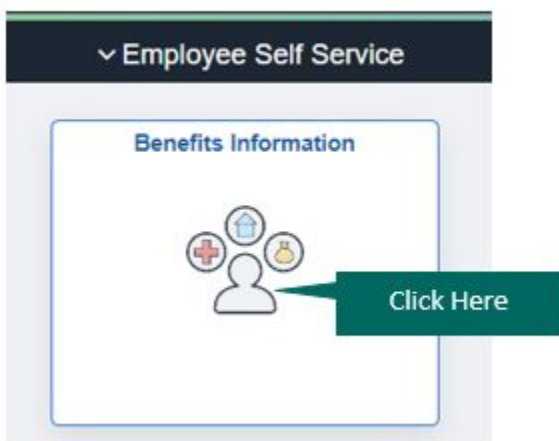
While FMLA/OFLA may be unpaid under the law, PPS requires the use of eligible paid leave balances. All eligible accrued paid leave balances must be exhausted before you are placed on unpaid status. Paid time will be used in the following order: **sick leave, personal leave, family illness, vacation (if eligible), reserve sick leave (2/3 pay).**

The amount of time you will be paid depends on your accrued leave balances. Need to know how to check your leave balances?

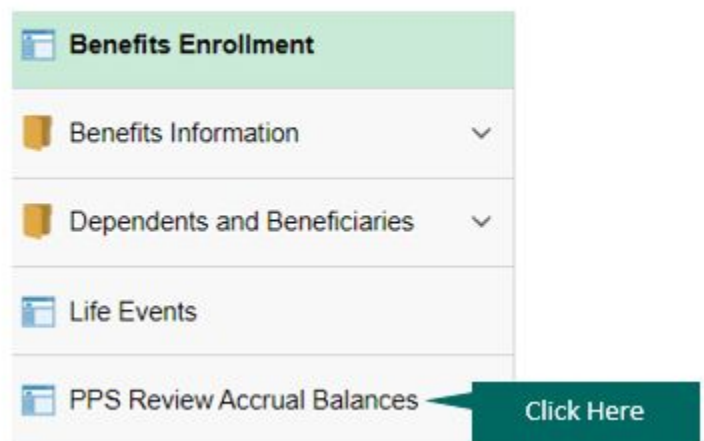
Leave balance are available in PeopleSoft or on your pay stub.

To use PeopleSoft to see your leave balances, log into PeopleSoft Employee Self Service* at <https://selfservice.pps.net/>

**you must be on the PPS network or have Two Step Authentication*



First, select the Benefits Information tile.



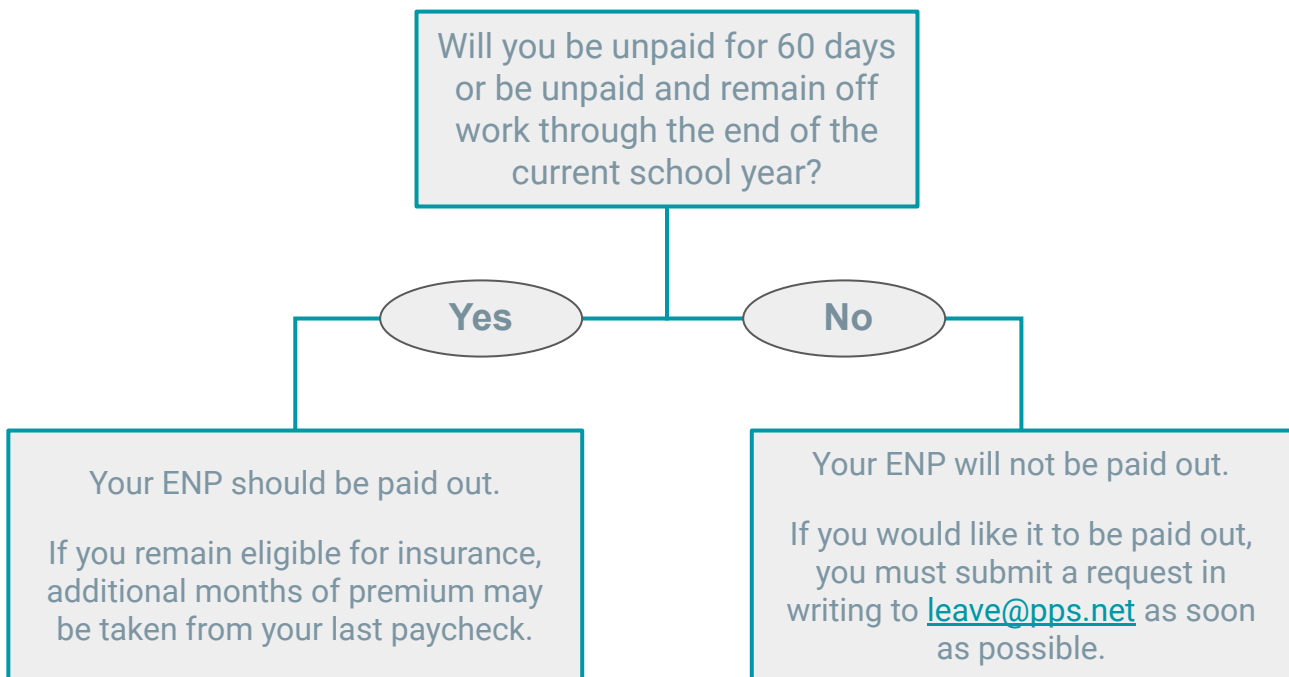
Then, click PPS Review Accrual Balances.



Unpaid Leave and Going Unpaid

If you exhaust all of your paid leave hours and go on unpaid leave of absence, the district may be required to pay out all monies due to you. This includes Earned Not Paid earnings (ENP), if applicable, that are normally set aside to provide pay over the summer months when school is not in session.

Will my ENP earnings be paid out while I am on leave?



If you return back to work before the end of this school year and have been paid out all earnings owed to you (which may have included 'Earned Not Paid' earnings) your new monthly contract pay amount may be significantly reduced based on the number of contract days remaining to be paid in your contract.



Understanding Your Benefits:

The District will continue its contribution to the Health & Welfare Trust or OEGB for your insurance benefits during your approved FMLA/OFLA leave and during the time you are on an approved paid leave of absence. While on an approved FMLA/OFLA leave, you will remain eligible for benefits. If you go unpaid during your FMLA/OFLA leave, we will take applicable premium from your last paycheck to cover future months that you are eligible for insurance but not receiving a paycheck.

If you exhaust both your eligible paid leave balances and your FMLA/OFLA entitlement and remain off-work your benefits will cease. Your benefits are protected by either:

- ❖ Working or being paid for at least approximately half the work days in the month prior earns the next month of coverage; or
- ❖ Eligible for a FMLA and/or OFLA leave of absence for one day of the month will protect insurance for that month.

To avoid a lapse in your coverage, you may choose to continue your benefits on a self-pay basis through COBRA. COBRA information will be mailed to you approximately two weeks after your active health coverage ends. You will have 60 days to elect COBRA. Once you have remitted the COBRA premium, your coverage will retroactively be effective back to when your active health coverage ended. For questions & costs, contact the Trust Office at 503-486-2107 or for Non-Represented or SEIU employees contact Benefit Help Solutions at 800-556-3137.

Once you return to work and regain eligibility, it will be necessary to re-enroll within 31 days to reinstate the district contribution to your insurance, this is true whether or not you elect self-pay/COBRA.



Adding your baby to your health insurance:

You have 60-calendar days from the date of birth OR date of adoption to add your child to your PPS insurance. To add your child to your PPS insurance:

- Log into [Employee Self-Service \(ESS\)](#)**
- Start a Birth or Adoption 'Life Event'
- Upload the birth certificate or hospital announcement

More in-depth instructions are available [here](#).

Technical Difficulties?

PeopleSoft ESS Login Issues: Contact PPS IT Service Desk at 503-916-3375

Benefits Enrollment Technical Issues: Contact the PPS Benefits Team at benefits@pps.net.

***You must be on the PPS network or have Two Step Authentication to access ESS.*

Returning to Work:

As you plan to return to work, it needs to be coordinated so please keep your supervisor in the loop. We ask that you contact your supervisor and FMLASource at least two weeks before your planned return to work date.

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Quick Steps Checklist

- Complete your leave request at least 30 days before your baby is due.
 - Be sure to review the 'Your Next Steps' document included with your approval letter

- Set up your Two-Step Authenticator

- Let FMLASource know that your child has been born.
 - Contact benefits@pps.net and leave@pps.net as well.

- Add your child to your health insurance

- Complete dependent verification with Secova if applicable

- Notify your supervisor and FMLASource when you intend to return

Optional Next Steps

- Request ENP Payout

- Complete Unpaid Childcare Leave Request