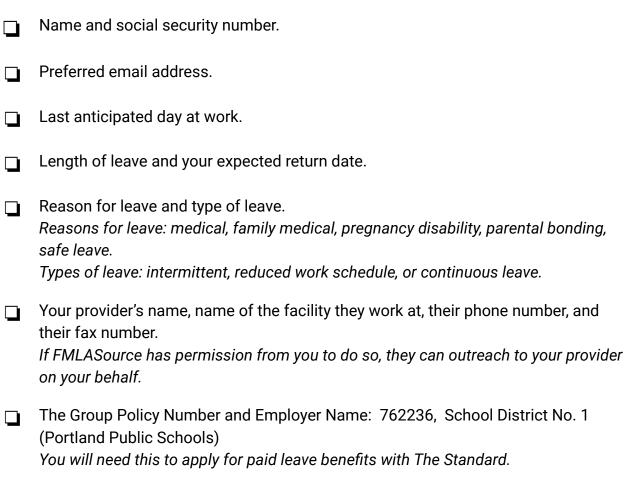
Applying for Leave?

Before you apply:

Gather the following information to apply for protected leave and paid leave benefits with the Standard and FMLASource:



Paid Leave Oregon, also known as Oregon Paid Family Medical Leave (OR PFML), benefits are effective as of September 3, 2023.

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Applying for Leave?

How do I apply for leave?

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.

- Notify your supervisor of your leave request. For intermittent leaves, you are required to follow call out procedures and notify your site when you utilize your intermittent leave.
- Open your leave request through FMLASource at least 30 days in advance of your leave whenever possible.

Email: <u>fmlacenter@fmlasource.com</u> Phone: 833-515-0763 Call Center Hours: Monday - Friday 5:30 am-7:30 pm PST Website: <u>www.fmlasource.com</u>

- To open a claim for paid leave benefits, contact The Standard by calling 866-756-8116. It is best to complete this application at least 30 days before your leave whenever possible. FAQ for the Standard can be found <u>here</u>. The Standard will mail you all communications and paperwork unless you explicitly request to receive them by email.
- Complete the "Top Off" form to use your eligible leave balances to top off your Paid Leave Oregon benefit. Find the form <u>here</u>. Forms received after the 15th of the month may not be processed until the following payroll period.
- Complete and provide necessary documentation for your leave to FMLASource and/or The Standard.
- Notify FMLASource and The Standard of your absences/changes to your leave. For The Standard, you must report your absences for all leave types in order to paid. Absences can reported in advance.
- □ Keep an eye out for your decision packet and any notifications about your absence



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Applying for Leave?

Additional Resources:

- Looking for more information about Paid Leave Oregon? <u>Check out the resources on our Paid</u> Leave Oregon website.
- Don't know if you are eligible for paid leave benefits? Take a short quiz to find out.
- Wondering approximately how much your weekly benefit payment will be? <u>Get an estimate</u> of your benefit payments. Please note this tool provides an estimate based upon the information you enter.
- Still have questions? <u>Review The Standard's FAQ</u> <u>here.</u>

All paid leave applications from PPS employees need to be completed through The Standard. Please do not use Frances Online to submit an application.

Contact Information:

FMLASource: 833-515-0763

The Standard: 866-756-8116

PPS Leave Team: <u>leave@pps.net</u> 503-916-3099



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