

# Applying for Leave?

## Before you apply:

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

- Name and social security number.
- Preferred email address.
- Last anticipated day at work.
- Length of leave and your expected return date.
- Reason for leave and type of leave.  
*Reasons for leave: medical, family medical, pregnancy disability, parental bonding, safe leave.*  
*Types of leave: intermittent, reduced work schedule, or continuous leave.*
- Your provider's name, name of the facility they work at, their phone number, and their fax number.  
*If FMLASource has permission from you to do so, they can outreach to your provider on your behalf.*
- The Group Policy Number and Employer Name: 762236, School District No. 1 (Portland Public Schools)  
*You will need this to apply for paid leave benefits with The Standard.*

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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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## 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: [fmlacenter@fmlasource.com](mailto:fmlacenter@fmlasource.com)  
Phone: 833-515-0763  
Call Center Hours: Monday - Friday 5:30 am-7:30 pm PST  
Website: [www.fmlasource.com](http://www.fmlasource.com)
- ❑ 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 [here](#).  
*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 [here](#). 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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## Additional Resources:

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- **Looking for more information about Paid Leave Oregon?** [Check out the resources on our Paid 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?** [Get an estimate of your benefit payments.](#)  
*Please note this tool provides an estimate based upon the information you enter.*
- **Still have questions?** [Review The Standard's FAQ here.](#)

***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:

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FMLASource: 833-515-0763

The Standard: 866-756-8116

PPS Leave Team: [leave@pps.net](mailto:leave@pps.net)

503-916-3099



PORTLAND PUBLIC SCHOOLS