

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:

Leaves of absence under the Family Medical and Oregon Family Leave Acts (FMLA/OFLA) protect both your job and benefits. Paid Leave Oregon, also known as Oregon Paid Family Medical Leave, protects benefits, offers job protection after 90 days of employment, and offers paid time during your leave. To initiate your leave request, contact FMLASource at least 30 days before your due date. FMLASource's Benefits Specialists will verify your information, initiate your leave, and answer questions. Next, you will apply for OR PFML benefits with The Standard.

We know the babies don't always arrive as expected, so use your expected due date for now and let FMLASource and The Standard 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.

The Standard Contact Info:

Phone: 866-756-8116

Call Center Hours 5:00am-5:00pm PST Monday-Friday

You will need the following to apply:

Employer name: School District No. 1 (Portland Public Schools)

Group Policy number: 762236



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 protected time that can be taken by either parent. Under FMLA/OFLA and OR PFML, you may take up to 12 weeks for the birth, adoption, or foster placement of your child. Parental leave may be taken continuously or intermittently with employer approval. 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 leave is available under FMLA/OFLA and PLO. In general, under FMLA/OFLA the pregnancy disability will be 6 weeks for vaginal delivery and 8 weeks for a c-section. Under PLO, the pregnancy disability will be up to 2 weeks of time regardless of delivery. 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. PLO will cover up to 14 weeks of this time.

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 and OR PFML entitlements 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.



Paid Leave Oregon

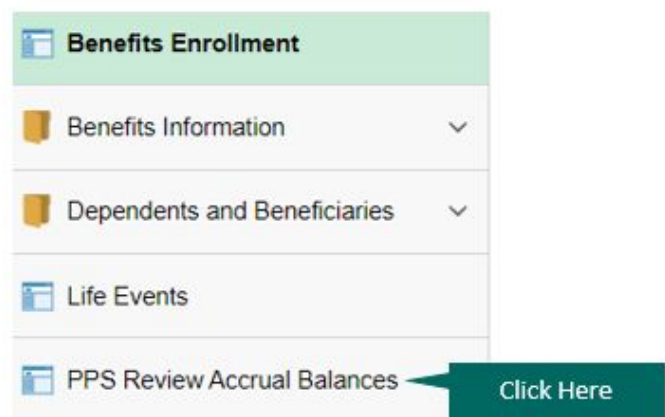
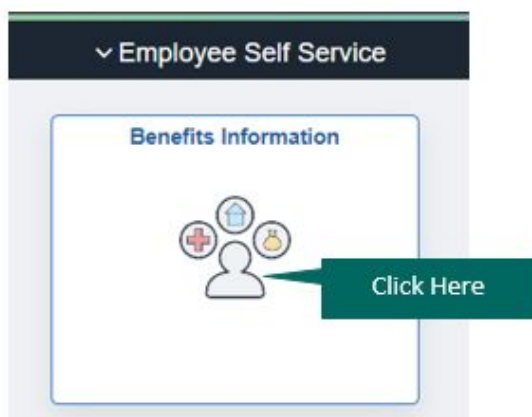
Under Paid Leave Oregon, also known as Oregon Paid Family Medical Leave, employees will receive weekly benefit payments from The Standard. The benefit amount is based on the employee's average weekly wage. If the average weekly wage benefit is less than your current weekly wage at the start of your leave, employees may elect to Top Off their benefit amount with accrued leave balances. Questions about this? Visit our [Paid Leave Oregon page](#).

Figuring out your pay during FMLA/OFLA Leave

While FMLA/OFLA may be unpaid under the law, PPS requires the use of eligible paid leave balances. Any time that you are on leave under FMLA/OFLA that does not run concurrently with OR PFML, your eligible accrued paid leave balances will 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*

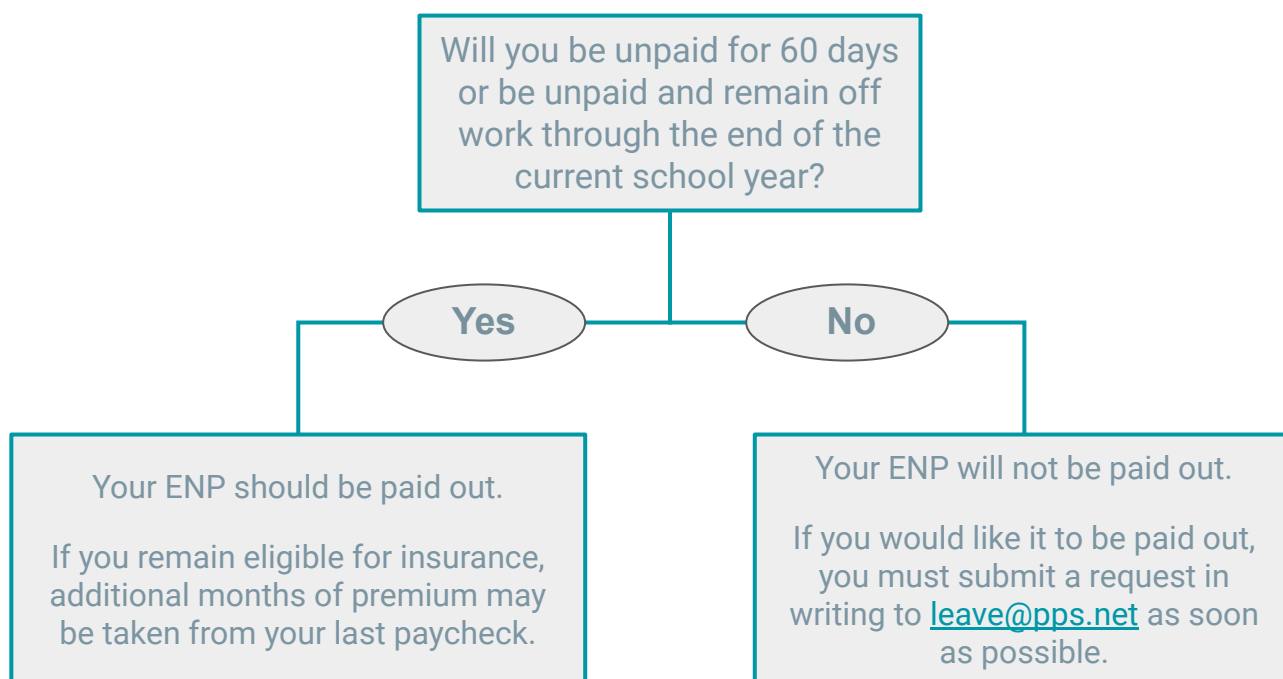




Unpaid Leave and Going Unpaid

If you exhaust all paid leave hours and go on unpaid leave of absence or do not elect top off while on OR PFML, 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:

While on protected leave, you remain eligible for benefits. The District continues its contribution to the Health & Welfare Trust or OEBC for your benefits during your protected leave and while you are on an approved paid leave of absence. If you are unpaid from PPS during your leave, premium will be taken from your last paycheck to cover future months that you are eligible for insurance. If premium cannot be collected, you are responsible for paying your premium while on leave. If payment is not received, your benefits may be terminated. Contact leave@pps.net with any questions regarding your benefits.

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, OFLA, and/or OR PFML leave of absence for one day of the month will protect insurance for that month.

My Benefits Ended, Now What?

If you exhaust your eligible paid leave balances and your FMLA/OFLA/ OR PFML entitlement and remain off-work your benefits may cease. To avoid a lapse in your coverage, you may continue your benefits on a self-pay basis through COBRA. COBRA information will be mailed to you approximately two weeks after your 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 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, The Standard, and FMLASource at least two weeks before your planned return to work date.

Please note: If you do not notify The Standard of your return date this may result in an overpayment of Paid Leave Oregon/OR PFML benefits. If this occurs, you will be required to repay the overpayment.

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Quick Steps Checklist

- Complete your leave request with The Standard and FMLASource at least 30 days before your due date.
Please request the full length of time you wish to be away from work even if you are not sure that you are eligible for the full duration.
- Review the 'Your Next Steps' document included with your approval letter
- Request Top Off [here](#), if applicable
- Set up your Two-Step Authenticator
- Let FMLASource and The Standard 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, The Standard, and FMLASource when you intend to return

Optional Next Steps

- Request ENP Payout
- Complete Unpaid Childcare Leave Request
 - Before completing your Unpaid Childcare Request, review your leave with FMLASource and The Standard to ensure you have requested the full length of time you intend to be off work. FMLASource and The Standard will review and apply any remaining protected leaves entitlement.