

Talking Outline on Employee Leave for Human Resource and Payroll Offices

The provisions described here are applicable to classified unrepresented, management and executive service employees.

**ENTER AGENCY NAME
HERE**

Insert agency HR Contact name

Address

Address

Address

Phone: 555-555-5555

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E-mail: someone@state.or.us

This document serves as an outline to facilitate the conversation with an employee who inquires about, takes or returns from leave due to their own serious health condition or that of a family member.

Things to gather prior to your conversation:

- Calendar
- Employee's leave accrual balances
- Employee's insurance benefit elections
- Employee Assistance Program (EAP) information sheet
- Copies of the following policies:
 - ◊ Family and Medical Leave (State HR Policy 60.000.10)
 - ◊ Leave without Pay (State HR Policy 60.000.11)
 - ◊ Donated Leave (State HR Policy 60.025.01)

Items to cover during your conversation:

- Identify if the absence is covered under the Family and Medical Leave. Discuss policy provisions.
- Based on the length or anticipated length of the absence, determine when the employee will exhaust all accrued leaves.
- Discuss duration of insurance benefits.
- Discuss donated leave request timing (prior to LWOP) and eligibility.
- Review impact of donated leave while receiving short-term disability or PERS Disability. Employees are responsible to contact provider.
- Remind employee of support available through EAP.
- If applicable, discuss bereavement leave and bereavement donated leave. Refer to State HR Policy 60.000.10 Special Leave with Pay.

Resources:

- Employee Assistance Program (EAP)
1-800-433-2320 or cascadecenters.com
- The Standard (Short-term disability)
1-800-368-2859 or standard.com
- PERS Disability
1-888-320-7377