

## **Family and Medical Leave Policy**

The DAS Chief Human Resources Office has updated the statewide Family and Medical Leave policy, 60.000.15, making changes to assist our employee's when they have need to take protected leave. There are three main changes to the policy.

Effective January 1, 2019:

1. The leave year is changed to a calendar year (no more rolling back hours!)
2. An employee may choose to continue LWOP after FMLA/OFLA exhausts if still receiving short term disability payments.
3. Employees who are on Family and Medical Leave (FMLA/OFLA) and are in leave without pay status may choose to have the agency pay their share of core insurances premiums on their behalf. Repayment of these premiums will be recoverable from the employee's first available paycheck(s) upon their return to work. If the employee fails to return to work, they must repay the agency the amount paid on their behalf.

This option is available only during the months FMLA and/or OFLA is used. Once Family and Medical Leave is exhausted, the agency stops paying the premiums on the employee's behalf.

This policy decision was made so we, as an employer, can make things a little easier for employees when they are on leave, and to be consistent statewide with how an employee may pay for their portion of core insurance premiums.

The Insurance Self-Pay Payroll Letter in the Family and Medical Leave toolkit has been updated to reflect this new option. Please remember to update your agency specific letter(s).

The Family and Medical Leave policy may be found at <https://www.oregon.gov/das/HR/Documents/60-000-15-1.pdf>

The Family and Medical Leave policy toolkit may be found at <https://www.oregon.gov/das/HR/Pages/FMLA2019.aspx>

## **CHRO Policies out for Review**

We are in the process of reviewing all CHRO policies to make any changes needed due to Workday, incorporate any current addenda, and clean-up/update as needed. The review memo has been sent out to HR Directors and feedback is due by January 25<sup>th</sup>. Updated policies will be effective February 1, 2019.

Here are some proposed changes that may be of interest to you:

1. Family and Medical Leave: Repayment of the employee portion of the core insurance premiums paid on the employee's behalf by the agency may not exceed 10% of the employee's monthly gross wage.
2. Vacation Leave: Change the amount paid out upon transfer to a maximum of 300 hours to match the payout upon separation.
3. Special Leaves with Pay: Remove the option for an agency to recover personal business used if the employee separates and has worked less than six months in the fiscal year.
4. Pay Practices: Separate differentials into a stand-alone policy.
5. Donated Leave: An employee may donate leave only in one-hour increments to a recipient when donating leave across agencies.

Questions? Contact the CHRO Policy Team at [chro.policy@oregon.gov](mailto:chro.policy@oregon.gov)