



Oregon

Tina Kotek, Governor

Department of Administrative Services

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MEMORANDUM

To: Agency Human Resources Directors and Managers
From: Jessica Knieling, Chief Human Resources Officer
Date: September 26, 2025
Subject: Addendum A – Oregon Family Leave Act (OFLA) 60.000.03

Bold and italicized text reflects revisions and additions to current policy language.

Amendment Purpose: ***As of September 26, 2025, the Executive Branch of state government modifies the Oregon Family Leave Act (OFLA) policy due to new legislation (Senate Bill 69) passed in the 2025 legislative session.***

Policy Authority: ORS 659A.090 through 659A.099.ORS 659A.150 through 659A.186; ORS 659A.306; ORS 243.798; OAR 839-009- 0210 through 839-009-0460; OAR 166-300- 0010 through 166-300-0045; OAR 101-030-0005 through 101-030-0027

Applicability: All employees, where not in conflict with an applicable collective bargaining agreement.

Attachments: None

Policy Amendments

Effective September 26, 2025, Oregon Family Leave Act (OFLA) 60.000.03 is amended as follows:

(15) Employee requirements to request OFLA leave: An employee makes a request to the agency 30 calendar days in advance for a planned or foreseeable absence. The employee is not required to use the word OFLA, but they must give enough information that the agency can determine if the reason for the leave might qualify as OFLA. If the employee does not give enough information, the agency may ask questions as to the nature of the leave. Exceptions:

- a. For medical emergencies, other unforeseeable events or short-notice situations, an employee, or their family member if the employee is medically unable, must notify the agency as soon as possible.

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- b. For unplanned or pre-approved intermittent leave, an employee follows agency call-in procedures and states the leave is for sick child, bereavement, pregnancy disability or child placement OFLA leave.
- c. For OMFLA leave, an employee notifies the agency within five business days of the employee's spouse or same-gender domestic partner receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as possible in situations where official notice is provided less than five days from commencement of the leave.
- d. ***For sick child leave due to the closure of a school or child care provider due to a public health emergency, the employee must provide at least 30 day notice before the commencement of the leave when the public health emergency was issued by the Governor at least 30 days before the commencement of leave. An employee may commence sick child leave without prior notice if the public health emergency was not issued at least 30 days prior to the commencement of leave.***

Questions should be sent to CHRO.Policy@oregon.gov