



# Oregon

Governor Kate Brown

## Department of Administrative Services

Office of the Chief Human Resources Officer

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Transmittal 185

**To:** Agency Human Resources Managers

**From:** Madilyn Zike, Chief Human Resources Officer

**Date:** December 23, 2015

**Subject:** Policy Update - Family and Medical Leave Policy 60.000.15

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We have made some changes to the Family and Medical Leave Policy 60.000.15. Please share this information with staff in your agency.

The following summarizes the primary changes to the policy:

- Section (13) Insurance: Changes language to require agencies to maintain group health insurance coverage when an employee is on unpaid OFLA leave. This change aligns with HB 2600.
- Section (13)(c): Clarifies the circumstances in which agencies are not required to maintain employee group health insurance when leave does not qualify under FMLA or OFLA.
- Section (14): Incorporates the addendum dated October 12, 2015, allowing employees to request to reserve up to 60 hours of sick and or vacation leave when the leave qualifies under FMLA, OFLA or both, and is taken in a block of time.
- General grammatical

The updated policy and guide can be found on the CHRO Policy webpage:

Link: <http://www.oregon.gov/DAS/CHRO/docs/advice/P6000015.pdf>

Updated attachments will be linked to the toolkit by the end of December. PEBB is currently updating the benefit matrix and the self-pay letter. Additionally, a template letter is attached to this email which agencies may use to notify employees who are out on unpaid OFLA of the change.

Please call the CHRO Policy Unit if you have any questions.