

Common Q&A on leave of absence for Leaders

Q: With all the changes over the past few years, how should leader's direct employees who need to file for a leave of absence?

A: The law states that FMLA should not be delayed, so all employees must start by contacting the Standard to set up their leave of absence under FMLA and sometimes OFLA.

Q: How do employees set up a leave for Paid Leave Oregon - PLO?

A: Employees must contact the state through the "Frances Online" website or by calling them to start the leave of absence process under Paid Leave Oregon.

Q: What is the expected timeline for The Standard to reply to questions?

A: 24-48 hours given the complexity of the question.

Communication to Leaders from The Standard and the State

Q: How can leaders see approved and available time through Paid Leave Oregon?

A: Paid Leave Oregon leave requests are uploaded into MyHR daily and visible to leaders in Manager Space under Absences. Approved, Denied and Cancelled leave dates are updated weekly. 1-up leaders receive email notifications when Paid Leave Oregon requests and decisions are processed. Currently, the state does not send direct communication to leaders.

For reports on approved continuous and intermittent Paid Leave Oregon usage, please submit an AskHR ticket.

Q: How can leaders see approved and available FMLA/OFLA balances through the Standard?

A: This information will be emailed to the 1-up leader with the approval and the length of the approved leave. Leaders can also see all their active direct reports in The Standard's portal.

- Please review the [portal training link](#) for time-of-claim training as well as a detailed description on how to use the portal and how to monitor employees leaves history.

Q: Managers are getting emails from the Standard but are not sure what they are supposed to do with them. The subject is employee name, Leave Number: Intermittent LOA update with a list of absences reported in the last 30-days.

A: Managers are included in absent-related emails from The Standard to keep them informed of new leave requests or when there is an update or change to the status. Anytime The Standard requires a response, the subject line and body of the email will note, **"ACTION NEEDED"**.

Q: Who is the contact for time sensitive/urgent questions? Example: An employee tells the manager they need to go on leave immediately but there has been no notice of approval or any prior communication regarding the leave.

A: The Standard can be reached at absence@standard.com or 855-207-6109. This information can also be found on our Leave of Absence website which includes several resources for leaders: <https://salemhealth.eebenefits.info/time-off/>

Q: An employee is approved for Paid Leave Oregon (and is currently on a leave). How is this communicated to manager? And how quickly?

A: When Paid Leave Oregon requests, updates and decisions are received, a GHR generated email is sent to the employee and 1-up leader. Typically, within 1 day.

Employee Expectations

Q: How much advanced notice are staff required to provide for a new foreseeable leave?

A: This is dictated by law and policy. Here are the following timely filing policies coded into system:

- Initial reporting – 30 calendar days
- Intermittent reporting – 30 calendar days
- Sick Child – 30 calendar days (follows FMLA guidelines)
- Certification Due Date – 18 calendar days
- Paid Leave Oregon Leave – 30 calendar days

Q: When an employee notifies their leader of a pregnancy, what is the current expectation?

A: Employees should contact The Standard to initiate FMLA, OFLA and Short-term disability, and file their Paid Leave Oregon request directly with the state. Leaders can assist by referring employees to Standard for leave intake and the state for Paid Leave Oregon requests. Please see our Absence Poster and FAQs below, which can assist Leaders in deferring to Standard and the State

- Absence Poster: https://www.standard.com/eforms/21258_762042.pdf
- STD FAQ: https://www.standard.com/eforms/21252_762042.pdf
- FMLA/OFLA FAQ: https://www.standard.com/eforms/21254_762042.pdf
- Manager FAQ: https://www.standard.com/eforms/21256_762042.pdf

A: Leader should follow the Leader Leave of Absence Standard Work – scenario # 3. This is to send the Pregnancy Discrimination Notice promptly to the employee asap.

Q: My employee has a workers' compensation claim; do they need to also submit a leave with The Standard?

A: Yes, FMLA runs concurrently with workers' compensation time loss.

Leader Expectations

Q: Is there a resource comparing the different types of leaves available to employees?

A: The Standard does have a leave law comparison chart for [Oregon employers](#). Additional fliers can be found on the [Time-Off/Leave of Absence webpage](#).

Q: Are leaders responsible for double checking that employees call The Standard for their FMLA/OFLA/sick child absences?

A: Leaders should refer the employee to The Standard to file their leave requests directly. In limited scenarios, Leaders or HR users may initiate leave on an employee's behalf when an employee has not done so, and they are aware that time loss occurring is due to a protected leave reason. Leaders should also mention to employees to review the [Time-Off/Leave of Absence webpage](#) (it's accessible when off-site) and inform them they can apply for Paid Leave Oregon.

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Q: Are timecard notes still needed in sWorkforce for intermittent leaves of absence?

A: No, intermittent leaves of absence should be reported to The Standard and the state by the employee.

Q: What happens if an employee requests a leave of absence but does not qualify for FMLA, OFLA or Paid Leave Oregon leave?

A: Our Leave of Absence Policy includes a process for ADA and personal leave provisions that The Standard has built into their workflows and will communicate according with the leader. In circumstances where a discretionary review is required by a leader, The Standard will reach out via email to the 1-up leader on file to request their review.

Q: My employee's leave is still pending but they are missing work. What should I do?

A: If an employee has a pending leave, proceed as if the leave is approved until otherwise notified. Continue to follow the same process from the [Leader Leave of Absence Standard Work](#) to complete the employee's timecard.

Q: My employee has returned to work, but their status still says they are on leave. What should I do?

A: Please submit an [AskHR ticket](#) including the employee's name and date they returned to work – worked their first shift.

Q: My employee's leave was denied but they are still not working what's next?

A: Connect with your HR Employee Relations Partner as the [Attendance and Absence Management Policy](#) may be applicable.

Q: Can we still enforce the [Attendance and Absence Management Policy](#)?

A: Yes, when an employee is absent without a pending or approved leave in place, contact your HR Employee Relations Partner.

Paid Leave Oregon (PLO)

Q: Does Paid Leave Oregon cover all intermittent leave of absences or is it by choice whether the employee wants to receive pay from the state for their shift versus using OPL/PTO?

A: Paid Leave Oregon covers intermittent absences when the leave reason is due to:

- Own serious health condition (including pregnancy)
- Bonding with a child in the first 12 months after birth, adoption, or foster care placement
- Caring for a qualifying family member with a serious health condition
- Safe leave

Q: Does Paid Leave Oregon cover the first two weeks of time before Short-Term Disability begins?

A: Yes, Paid Leave Oregon benefits are payable on the first full day of time loss due to a qualifying leave reason.

Q: How does Paid Leave Oregon define a family member?

A: Please see the definition of family members as follows:

Spouse, domestic partner, child, parent, Grandchild, Grandparent, Sibling, parent of your spouse or domestic partner, “In Loco Parentis” may apply, any individual related by blood or affinity who is the equivalent of a family relationship.

Note: The Standard is collecting the family relationship at the time of intake.

Q: Are pets included?

A: Not at this time.

Sick child – Oregon Family Leave Act (OFLA)

Q: What is the benefit for sick children of employees? Is that covered by Paid Leave Oregon?

A: Job protection is available under OFLA; however, time loss would not be payable under Paid Leave Oregon as this is not a covered leave reason.

Q: What do I need to do when an employee calls in for a sick child:

A: Employees are to report sick child leave absences to The Standard and leader.

Q: If an employee calls in sick child and does not report it to The Standard, do we count it as an absence?

A: When an employee reports a sick child absence to their leader, the leader should provide the FAQs (below) to their employee and refer the employee to The Standard to file their leave request directly. In limited scenarios, Managers or HR users may initiate leave on an employee’s behalf through the Standard when an employee has not done so, and they are aware that the time loss is due to a protected leave reason.

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- STD FAQ: https://www.standard.com/eforms/21252_762042.pdf
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Q: If an employee calls in sick child and has OPL to cover the absence, can they choose not to call The Standard?

A: Sick child falls under OFLA and employees are to report OFLA and FMLA leaves of absence to The Standard.

Company Paid Time Off Hours (EIB/OPL/PTO)

Q: If an employee wishes to submit company provided paid time (EIB, OPL, PTO) for the remainder of their regularly scheduled hours NOT covered by Paid Leave Oregon or short-term disability (STD), what should they do?

A: They must enter their desired hours in sWorkforce in the order defined in the [Paid Time Off](#) policy.

Q: If staff have an approved intermittent leave and have filed for Paid Leave Oregon, do they have to supplement with company paid me off hours if they don't want to?

A: No, this is an employee's choice.

Q: What if they don't want to use Paid Leave Oregon and just want to use their company paid time off hours so they get their full paycheck at their regular cadence?

A: Paid Leave Oregon is a voluntary, an employee cannot be forced to initiate it. However, that could mean that the employees' time missed is not protected and may be counted under the attendance policy if it is not otherwise designated and protected under FMLA/OFLA.

Q: Are employees on intermittent leave eligible to accrue company paid time off hours?

A: Please review the [Paid Time Off](#) policy.

Q: Do absences covered by Oregon Paid Sick Leave (OPL) need to be submitted to The Standard?

A: Please review the [Paid Time Off](#) policy. OPL absences do not need to be submitted to The Standard. Employees are required to use OPL for reasons as directed in the [Paid Time Off](#) policy if available.

Q: Who is accountable for submitting company paid time off hours if a Paid Leave Oregon claim is denied?

A: Both the leader and employee have responsibilities:

- **Leader:** must email Payroll with the type and number of company paid time off hours to be used as soon as they learn of the denial unless the denial is received within the pay period.
- **Employee:** If the denial is received during the pay period; employee is responsible for entering their company paid time off hours.

Q: For those on continuous leave of absence where short-term disability is in effect, do they need to submit full FTE of company paid me off for the first 2 week waiting period?

A: Please review the [Paid Time Off](#) and [Leave of Absence](#) policies.

Q: Is maternity leave extended by Paid Leave Oregon? Do both parents receive paid benefits?

A: Please see [Oregon Leave Overview](#) on the benefits website and Maternity Leave FAQs: [Maternity Leave FAQs.pdf](#)

Q: If staff do not notify The Standard of intermittent leave use, can it be entered retrospectively? By whom?

A: Yes. Employees are responsible for reporting time loss directly to The Standard and the State except in limited scenarios. Leaders are allowed to enter time missed on the employee's behalf under FMLA/OFLA but not for Paid Leave Oregon. Please note the Standard requires that intermittent time used is reported within 7 days of the date missed.



Q: When an employee doesn't report leave use to The Standard, can it be a performance issue?

A: Please see the [Time and Attendance policy](#).