

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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**SECTION 5:** Human Resource Management

**POLICY:** 5.002

**SUBJECT:** Family Medical Leave

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**POINT**

**PERSON:** BILLY MARTIN

**APPROVED:** GREG ROBERTS  
SUPERINTENDENT

  
**DATE:** OCTOBER 28, 2011

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### I. Policy

Oregon State Hospital has adopted DAS Policy DAS-60-000.15, Family and Medical Leave. (See Attachment)

Replaces Oregon State Hospital Policy and Procedure 5.002, *Family Medical Leave*, dated 4/19/2005

<b>SUBJECT:</b> Family and Medical Leave	<b>NUMBER:</b> 60.000.15
<b>DIVISION:</b> Human Resource Services Division	<b>EFFECTIVE DATE:</b> 9-07-10

**APPROVED:** Signature on file with the Human Resource Service Division

**POLICY STATEMENT:** Oregon state government provides leave to employees in accordance with the Federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA).

**AUTHORITY:** Federal Family and Medical Leave Act (FMLA), as amended, 29 USC § 2601 *et seq.*; federal regulations 29 CFR Part 825; Oregon Military Family Leave Act, ORS 659A.090 through 659A.099; Oregon Family Leave Act (OFLA), as amended, ORS 659A.150 through 659A.186; ORS 659A.306; OAR 839-009-0200 through 839-009-0460; OAR 166-300-0010 through 166-300-0045; OAR 101-030-0005 through 101-030-0027; the Americans with Disabilities Act (ADA), as amended (including the ADA Amendments Act), 42 USC § 12101 *et seq.*; the Fair Labor Standards Act (FLSA), as amended, 29 USC § 201 *et seq.*; and the Uniform Services Employment and Reemployment Rights Act (USERRA), as amended, 38 USC §4301 *et seq.*

**APPLICABILITY:** All employees (including temporary employees) subject to ORS 240 State Personnel Relations Law, except where in conflict with a collective bargaining agreement.

**ATTACHMENTS:** Required postings:  
     BOLI poster: Oregon Family Leave Act, Notice to Employers and Employees  
     U.S. Department of Labor (DOL) poster: Employee Rights Under the Family and Medical Leave Act  
 Medical or Military Certification (if agency is requiring certification)  
     Medical Certification (PD 615A)  
     FMLA Military Healthcare Certification (PD 615B)  
     Qualifying Exigency Certification (PD 615C)  
 Insurance benefits guide  
     Public Employees' Benefit Board FMLA-OFLA Benefit Matrix  
 Additional policy requirements by leave-type  
     A. Leave for a serious health condition  
     B. Parental leave  
     C. OFLA Sick Child leave  
     D. FMLA Military Caregiver leave  
     E. FMLA Qualifying Exigency leave  
     F. OFLA Military Family leave

**DEFINITIONS:**

- (1) See State HR Policy 10.000.01 Definitions and OAR 105-010-0000.
- (2) Federal Family and Medical Leave Act (FMLA) and Oregon Family and Medical Leave Act (OFLA): Federal and state laws that protect an employee's absence from work under certain conditions.
- (3) For the purposes of this policy the Oregon Military Family Leave Act is referred to as OFLA Military Family Leave.
- (4) Agency: For the purpose of this policy the word "agency" includes the appointing authority, the human resource staff, and individuals designated by the appointing authority to administer the agency's Family and Medical leave program.

(5) Subsequent sections of the policy include other definitions.

## POLICY

(1) FMLA and OFLA leaves are not optional and federal and state law prohibit retaliating against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used any type of FMLA or OFLA leave. An agency grants an eligible employee up to 12 weeks (480 hours for a full-time employee who works 40 hours per week) of protected time off under FMLA and OFLA for the purposes listed in the chart below. The policy with its attachments, also describe exceptions to the 12-week entitlement. Other than the exceptions described in this policy or its policy attachments, an employee's leave entitlement is limited to 12 weeks per leave year, no matter how many different leave-types are used.

Qualifying purposes under FMLA	Qualifying purposes under OFLA
To tend to the employee's own serious health condition	To tend to the employee's own serious health condition
To tend to the serious health condition of the employee's: <ul style="list-style-type: none"> <li>• Spouse: husband or wife as defined under Oregon state law</li> <li>• Parent: the employee's biological or adoptive mother or father, or an individual who stood in loco parentis<sup>1</sup> (in place of a parent) when the employee was a child</li> <li>• Child: The employee's biological, adopted, foster or stepchild, a legal ward, or a child of an employee standing in loco parentis who is 17 years of age or younger. The age limit does not apply if the child is incapable of self-care because of a mental or physical disability</li> </ul>	To tend to the serious health condition of the employee's: <ul style="list-style-type: none"> <li>• Spouse or same-sex domestic partner as defined under Oregon state law</li> <li>• Parent: the employee's biological or adoptive mother or father, or an individual who stood in loco parentis (in place of a parent) when the employee was a child, and the parent of the spouse or same-sex domestic partner</li> <li>• Child (of any age): The employee's biological, adopted, foster or stepchild, a legal ward, or a child of an employee standing in loco parentis, and the child of the same-sex domestic partner</li> <li>• Grandparent or grandchild</li> </ul>
Parental leave: to care for the employee's newborn, newly adopted child or newly placed foster child	Parental leave: to care for the employee's newborn, newly adopted child or newly placed foster child
Qualifying Exigency leave: to attend to qualifying exigencies when the employee's spouse, parent, son, or daughter is on active duty or called into active duty in support of a contingency operation for the military	Sick child leave: to care for a child 17 years of age or younger who has a non-serious health condition and requires home care. The age limit does not apply if the child is incapable of self-care because of a mental or physical disability
Military Caregiver leave: [Up to 26 weeks (1040 hours for a full-time employee who works 40 hours per week) in a single 12-month period] to care for the employee's spouse, parent, son or daughter of any age, or next of kin who is a covered servicemember with a serious injury or illness incurred in the line of duty on active duty.  The single 12 month period is applied on the following basis: per covered servicemember, per injury or illness. This includes (is not in addition to) time used for other FMLA-qualifying purposes during the 12-month period.	An eligible female employee taking any amount of OFLA leave for her own pregnancy-related disability may take up to 12 more weeks of OFLA leave in the same leave year for any OFLA-qualifying purpose.  An eligible employee taking a full 12 weeks of Parental leave under OFLA may take up to 12 additional weeks of OFLA leave in the same leave year for Sick Child leave.  Military Family leave: [Up to 14 working days per deployment] related to the deployment of an employee's spouse or same-sex domestic partner. The 14 days is included in the 12-week OFLA entitlement.

<sup>1</sup> The Wage and Hour Division of the US Department of Labor issued an Administrator's Interpretation No. 2010-3 on June 22, 2010 to clarify the definition of "son or daughter" under Section 101(12) of the FMLA as it applies to an employee standing "in loco parentis" to a child.

- (a) An agency prorates the FMLA or OFLA leave entitlement for part-time employees. Examples: (1) The entitlement for a part-time employee who works 30 hours a week is up to 12 weeks of leave at 30 hours a week or 360 hours of intermittent or reduced-schedule leave in a 12-month period for his or her own serious health condition; (2) An employee who uses FMLA Military Caregiver leave and works 30 hours a week is entitled to up to 26 weeks of leave at 30 hours a week or 780 hours of intermittent or reduced-schedule leave in a 12-month period.
  - (b) An eligible limited duration or temporary employee's FMLA or OFLA leave ends when the employee's assignment expires regardless of whether the person has exhausted his or her leave entitlement.
- (2) Required posting: The agency must display the following posters in the worksite: "Oregon Family Leave Act, Notice to Employers and Employees" and "Employee Rights Under the Family and Medical Leave Act." These posters can be accessed electronically as an attachment to the policy, or through the US Department of Labor and the Oregon Bureau of Labor and Industries.
- (a) Federal law requires that an agency give FMLA information to applicants and employees upon hire. To satisfy the first requirement, DAS posted a link to FMLA information on the E-Recruit Applicant Information page. The second requirement can be satisfied by the agency giving the newly hired employee a copy of the FMLA poster or by using another method of informing newly hired employees about FMLA.
- (3) **An agency follows this policy for all FMLA and OFLA leave-types.** Additional requirements for specific leave-types are contained in the following policy attachments:
- (a) Leave for a serious health condition
  - (b) Parental leave
  - (c) OFLA Sick Child leave
  - (d) FMLA Military Caregiver leave
  - (e) FMLA Qualifying Exigency leave
  - (f) OFLA Military Family leave
- (4) **Eligibility for leave:** The agency determines eligibility for leave using the chart below. Eligibility is not pro-rated for part-time employees.

Employees Eligible for FMLA	Employees Eligible for OFLA
To qualify for all FMLA leave-types the employee must have worked for Oregon state government for a total of at least 12 months (if months are non-consecutive there can be no more than a seven-year break in service) and (see box below)	To qualify for leave for serious health condition, or Sick Child leave the employee must have worked for Oregon state government for a period of 180 calendar days immediately preceding the date leave begins <u>and</u> worked an average of 25 hours per week.
Must have worked for at least 1250 hours during the 12-month period immediately preceding the leave.	To qualify for Parental leave the employee must have worked for Oregon state government for a period of 180 calendar days immediately preceding the date leave begins.
	To qualify for OFLA Military Family leave the employee need only work for Oregon state government an average of 20 hours per week.

- (a) The agency counts only the hours the employee was actually at work (not on paid or unpaid leave), the hours worked in another state agency, hours worked as a temporary employee, and military leave-time (per federal USERRA law and State HR Policy 60.000.25 Military Leave), to determine an employee's eligibility for FMLA

and OFLA leave.

- (b) An agency uses a "rolling backward" year to determine the employee's total entitlement. This means an agency looks backward on the calendar for one year from the first day of the requested leave. The agency reduces the employee's FMLA entitlement by any FMLA leave used in the previous 12 months for the employee's own or a family member's serious health condition, Parental leave, FMLA Military Caregiver leave or FMLA Qualifying Exigency leave. The agency reduces the employee's OFLA entitlement by any OFLA leave used in the previous 12 months for the employee's own or a family member's serious health condition, Parental leave, Sick Child leave or OFLA Military Family leave.
  - (c) To determine the amount of an employee's entitlement to FMLA Military Caregiver leave, the agency uses a "rolling forward" leave year. This means the leave year for Military Caregiver leave starts on the first day of the first occurrence of Military Caregiver leave. The employee has one year from the first day of the leave to use the 26-week leave entitlement. If the employee exhausts the leave before the year is over, the employee is not eligible for additional FMLA Military Caregiver leave during that year. The agency does not reduce the employee's entitlement to FMLA Military Caregiver leave by the amount of FMLA leave used prior to the start of the Military Caregiver leave.
- (5) **Types of leave schedules:**
- (a) Continuous leave: Leave taken in a block of time. For example, an employee takes six weeks of leave due to illness.
  - (b) Intermittent leave: Leave taken sporadically. For example, an employee misses five days of work a month due to a health condition. Conditions for use of intermittent leave are outlined in the policy attachments for each specific leave-type.
  - (c) Reduced-schedule leave: Leave taken where the employee is scheduled to work less than the employee's normal hours in a day or week. For example, an employee scheduled to work eight hours a day, works six hours and takes the remaining two hours as FMLA and OFLA due to a serious health condition. Conditions for use of reduced-schedule are outlined in the policy attachments for each specific leave-type.
- (6) **Dual entitlement:** If the reason for the leave qualifies under both FMLA and OFLA, an agency designates both FMLA and OFLA leave to an eligible employee, except in the following circumstance:
- (a) An agency does not designate OFLA if an employee is absent due to a disabling compensable injury (ORS 656.005(7)) or pending a determination of a workers' compensation claim. If the claim is denied or if an employee refuses an offer of transitional work (see State HR Policy 50.020.05 Early Return to Work of Injured Workers), an agency immediately designates OFLA leave if the employee meets eligibility and purpose requirements. If the denial is reversed upon appeal, an agency restores the designated OFLA hours to the employee.
- (7) **Entitlement when spouses and family members work for Oregon state government:**
- (a) Spouses who are both employed by Oregon state government share the FMLA entitlement for Parental leave, leave to care for a parent with a serious health condition, and FMLA Military Caregiver leave. An agency (or agencies) may choose to lift the requirement that spouses share the entitlement when the absence of both employees does not cause a hardship for the agency.
  - (b) Family members who are employed by Oregon state government may not take OFLA leave at the same time unless:
    - (A) One employee needs to care for the other employee who is suffering from a serious health condition.
    - (B) One employee needs to take care of a child with a serious health condition while the other employee is suffering from a serious health condition.
    - (C) Both employees have a serious health condition.

(D) An agency (or agencies) chooses to grant permission to use leave at the same time when the absence of the family members does not cause a hardship for the agency.

- (8) **Employee requirements to request FMLA or OFLA leave:** An employee makes a request to the agency at least 30 calendar days in advance for a planned absence. The employee is not required to use the words FMLA or OFLA, but he or she must give enough information that the agency can determine if the reason for the leave might qualify as FMLA, OFLA or both. 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 his or her family member if the employee is medically unable, must notify the agency as soon as possible.
  - (b) For unplanned absences of OFLA Sick Child leave or pre-approved intermittent leave, an employee follows agency call-in procedures and states the leave is to care for his or her sick child or for pre-approved FMLA or OFLA leave.
  - (c) For OFLA Military Family leave, an employee notifies the agency within five business days of the employee's spouse or same-sex 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.
- (9) **Agency's response to a request for OFLA Sick Child leave:** When initially designating OFLA Sick Child leave, and periodically thereafter, the agency sends written notification to the employee stating whether the employee is eligible for OFLA Sick Child leave, the employee's rights and responsibilities under OFLA including coding time appropriately, and any requirement to provide medical certification after the third occurrence of OFLA Sick Child leave in a 12-month period.
- (10) **Agency's initial response to a request for FMLA or OFLA leave and eligibility determination<sup>2</sup>:** Under most circumstances an agency provides an initial written response to the employee within five business days telling the employee whether he or she is eligible for FMLA or OFLA leave, that the leave may count as FMLA, OFLA or both, and:
- (a) If the employee is not eligible for one or both leaves, the agency provides at least one reason for the determination. For example, the employee has not worked enough hours to qualify.
  - (b) If the employee is eligible for one or both leaves, the agency may provisionally designate the leave until the employee provides further information. Additionally, the agency notifies the employee of his or her rights and responsibilities listed in Section (12), and whether the employee must provide medical or military certification or military orders (in order for the agency to determine if the employee's reason for the leave qualifies as FMLA, OFLA or both). If the agency requires medical or military certification or military orders, the agency must also notify the employee of the consequence for failing to provide the information.
- (11) **Agency's determination if leave qualifies as FMLA, OFLA or both:** Within five business days of receiving information such as a medical or military certification or military orders, the agency provides the employee with a written response that states, whether the reason for the employee's leave qualifies as FMLA, OFLA or both, and:
- (a) If the employee's reason or purpose for the leave does not qualify for FMLA, OFLA or both, the agency provides at least one reason for the determination. For example, the leave did not qualify as a serious health condition.
  - (b) If the employee's reason or purpose for leave qualifies as FMLA, OFLA or both, the agency designates the leave as such and notifies the employee of:
    - (A) His or her rights and responsibilities listed in Section (12)
    - (B) The amount of weeks, days or hours of leave that will count against the employee's FMLA and OFLA

<sup>2</sup> An agency may designate or deny FMLA or OFLA leave in the initial written response if the agency has enough information to make the determination if the employee is eligible and his or her need for leave qualifies. The agency's response must include (where applicable) the provisions in Sections (10)(a), (11) and (12).

entitlements if the leave is taken in a block of time or as a predictable reduced schedule

- (C) If the FMLA leave is intermittent or it is not possible to provide the specific amount of time that will count against the employee's FMLA entitlement, the employee may request that the agency provide a notice of the amount counted against FMLA. The request can be no more than every 30 days and only when the employee has FMLA during those 30 days.

**(12)Employee's rights and responsibilities under FMLA and OFLA:**

- (a) Employees are entitled to receive a description of the rolling backward leave year used to calculate FMLA and OFLA.
- (b) Employees must use paid leave according to this policy or a collective bargaining agreement.
- (c) Employees are entitled to insurance premium information, including the requirement to repay insurance premiums paid by the agency if the employee does not return to work.
- (d) An employee who requests leave for his or her own serious health condition is entitled to know whether the agency will require a fitness-for-duty certification before returning to work. The fitness-for-duty certificate must verify whether the employee is able to return to work, whether the employee has any job-related restrictions, and the duration of any restrictions.

**(13)Insurance:** During months when an employee uses FMLA, the agency pays its share of health care contributions for the employee's medical, dental and basic employee-only life insurance.

- (a) An employee may be required to reimburse an agency for insurance premiums paid on the employee's behalf if the employee fails to return to work, unless the reason for the employee's failure to return is a continuation, recurrence, or onset of a serious health condition of the employee or employee's family member, a continuation, recurrence, or onset of a serious illness or injury of a covered servicemember or other circumstances beyond the employee's control.
- (b) If an employee works an insufficient number of hours in a month or uses an insufficient amount of leave to cover his or her optional insurances while on FMLA and OFLA, the employee must pay premiums for the optional insurances that he or she wishes to continue.
- (c) When the leave qualifies only under OFLA, the employee must work enough hours or use sufficient paid leave in a month for insurance coverage to continue in the next month. All insurance coverage terminates when the employee does not work enough hours in the month or uses insufficient paid leave. If the employee wishes the insurance to continue, he or she may self-pay some insurance premiums under COBRA. The employee receives information about self-paying insurance through a third-party administrator.
- (d) Donated leave received from other employees applies first to the payment of the employee's insurance premiums for medical, dental and basic employee-only life insurance when the employee is on OFLA only.<sup>3</sup>
- (e) Refer to the attached "Public Employees' Benefit Board FMLA-OFLA Benefit Matrix" for the effect on an employee's insurance when returning from FMLA or OFLA leave.

<sup>3</sup> See the OSPA Reference Manual, Family and Medical Leave Handbook; State HR Policy 60.025.01; and an applicable Collective Bargaining Agreement for more information about an employee's eligibility to receive donated leave and how an agency administers donated leave.

(14) **Use of paid leave:** FMLA and OFLA are unpaid leave entitlements. However, this policy requires an employee to use available paid leave prior to using leave without pay with some exceptions listed in the chart below. The agency counts all paid and unpaid leave used during FMLA and OFLA leave toward the employee's FMLA and OFLA entitlement. An employee chooses whether to use compensatory time (unless required by a collective bargaining agreement).

Leave situation	Represented Employees <i>(The column below is the employee's requirement to use or reserve leave in the leave situation listed in the left-hand column)</i>	Management Service, Unclassified Executive Service or Unrepresented Employees <i>(The column below is the employee's requirement to use or reserve leave in the situation listed in the far left-hand column)</i>
Employee is on any FMLA, OFLA or both leaves-types in a block of time <i>(Employee is not on OFLA Military Family leave, workers' compensation or receiving payments from a disability provider.)</i>	Employee must use paid leave but may be able to reserve leave according to an applicable collective bargaining agreement. Employee may not reserve accrued paid leave when on intermittent or reduced-schedule leave.	Employee must use paid leave but may reserve 40 hours of sick or vacation leave or a combination of both. Employee may not reserve accrued paid leave when on intermittent or reduced-schedule leave.
Employee receives payments from a disability provider at the same time that he or she is on FMLA, OFLA or both leaves.	Employee chooses if he or she will use paid leave. However, the disability provider may require the employee to use some or all leave prior to receiving a full disability payment. Employee resumes use of accrued paid leave when disability payments end.	Employee chooses if he or she will use paid leave. However, the disability provider may require the employee to use some or all leave prior to receiving a full disability payment. Employee resumes use of accrued paid leave when disability payments end.
Employee is on OFLA Military Family leave.	Employee chooses if he or she will use paid leave. If the employee chooses to use accrued paid leave, the employee chooses the order in which to use the leave.	Employee chooses if he or she will use paid leave. If the employee chooses to use accrued paid leave, the employee chooses the order in which to use the leave.
Employee is on time loss through workers' compensation while on FMLA leave.	Employee can only use accrued paid leave to supplement the workers' compensation payment to equal the difference between the workers' compensation payment and his or her normal salary. (A collective bargaining agreement may have further requirements or different provisions.)	Employee chooses whether he or she will supplement the workers' compensation payment with accrued paid leave to equal the difference between the workers' compensation payment and his or her normal salary.



**(15) Returning from leave:**

(a) An agency has the option to require an employee who returns from leave for his or her own serious health condition to provide a fitness for duty statement from a health care provider. The statement must certify that the employee is able to return to work, whether the employee has any job-related restrictions, and the duration of any restrictions. (The agency must communicate this requirement when it initially responds to the employee's request for leave.)

**(b) Reinstatement rights:**

(A) An agency restores an employee who returns from OFLA only, or OFLA and FMLA used at the same time to the position of employment held by the employee when the leave began. If the position no longer exists, or if the employee returns from FMLA only, an agency returns the employee to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. The following exceptions apply:

- (i) If an agency eliminates the employee's position through layoff, the agency treats the employee as if the employee was not on FMLA, OFLA or both, in the same manner as similarly situated employees, according to the agency's policy or applicable collective bargaining agreement.
- (ii) An agency restores a temporary or limited duration employee to the extent the employee's placement or position still exists.
- (iii) If an employee does not return from leave or is unable to perform an essential function of the position that the employee held prior to the commencement of FMLA, OFLA or both, with or without reasonable accommodation, the employee may be subject to termination under applicable law, rule, policy or collective bargaining agreement.

(B) An agency has no obligation to continue to employ an employee who has exhausted his or her FMLA and OFLA leave if the employee cannot return to the position he or she held prior to FMLA and OFLA, or cannot perform an essential function of the position, with or without reasonable accommodation.<sup>4</sup> The following exceptions apply:

- (i) An employee who cannot return to work after exhausting his or her FMLA and OFLA leave entitlement, who still has sick leave, must notify the agency of the need to continue his or her absence using accrued sick leave according to State HR Policy 60.000.01 Sick Leave with Pay, an applicable agency policy, or an applicable collective bargaining agreement.
- (ii) An agency has the option to grant an employee's request to extend an absence when continuing the leave does not impose undue hardship on the agency and it complies with law, policy, applicable collective bargaining agreement, and reasonable accommodation provisions of the Americans with Disabilities Act Amendments Act (ADAAA). An agency may request that the employee provide medical certification that verifies the need for continued leave.

**(16) Effect on seniority, salary increases and recognized service date:** Use of FMLA and OFLA does not affect an employee's seniority, eligibility for salary increases or the employee's recognized service date. The agency treats an employee using FMLA or OFLA leave as if the employee is not on leave, up to the point where the employee's FMLA and OFLA entitlement ends. (Unpaid leave affects an employee's PERS retirement benefits.)

**(17) FMLA and OFLA recordkeeping:** An agency maintains records of the FMLA and OFLA leave taken by its employees according to the recordkeeping requirements and purging schedules of OAR 166-300-0035(3)(5)(6). An agency keeps FMLA and OFLA medical records in a locked file, separate from an employee's personnel file.

**(18) Refer to the appropriate federal and state laws for situations regarding family and medical leave not covered in the policy.**

<sup>4</sup> An employee has reinstatement rights under FMLA and OFLA as long as the employee returns immediately (the next business day for an employee on full-day leave) after the employee's leave entitlement ends and can perform all essential functions of the position. An agency may still have an obligation to employ the person but it is no longer under FMLA and OFLA.