



## GENERAL Q&A

### **-What is Paid Leave Oregon?**

A new program that allows employees in Oregon to take paid time off for some of life's most important moments that impact our families, health and safety. Birth of a child, adoption, an employee or their family members serious illness or injury, employee experiencing stalking, harassment, domestic violence or sexual assault are some of the reasons for requesting Paid Leave Oregon.

### **-Who is covered by Paid Leave Oregon?**

All active full-time and part-time employees who work in Oregon are eligible from date of hire. Paid Leave Oregon does not apply to employees who work remotely outside the state of Oregon. If employees have worked for 90 days, your job will be protected during leave.

### **-When can I apply for Paid Leave Oregon?**

Employees can apply for leave starting August 14, 2023 for any leave(s) taken after September 1, 2023.

### **-How is Paid Leave Administered?**

Kirby Nagelhout has an agreement with Arch Insurance via LifeMap to administer this state mandated leave. LifeMap also administers our Short Term and Long Term Disability plans.

### **-What does Paid Leave Oregon provide?**

Wage replacement for up to 12 weeks of family, medical or safe leave within a 52 week period which begins the day of your leave. For limitations related to childbirth or a related medical illness or condition, an additional 2 weeks may be added for a total of 14 weeks.

### **-What are the various types of leave?**

- Bonding – birth, adoption, foster care placement
- Own Health Condition \*also complete the LifeMap STD claim form, see HR for assistance
- Safe Leave – survivors of stalking, harassment, domestic violence, sexual assault
- Serious Health Condition of a Family Member

### **-What is considered a family member as defined by the state of Oregon?**

- Your spouse or domestic partner
- Your child, (biological, stepchild, foster child, adopted), your spouse or domestic partners child, or the child's spouse or domestic partner

- Your parent (biological, stepparent, fostered parent, adoptive or legal guardian), the parent of your spouse or domestic partner or your parent’s spouse or domestic partner
- Your sibling or stepsibling or their spouse or domestic partner
- Your grandparent or your grandparent’s spouse or domestic partner
- Your grandchild or your grandchild’s spouse or domestic partner
- Anyone related by blood or affinity, whose close affiliation with a covered individual is the equivalent of a family relationship

**-What type of notice do I need to give to my employer?**

If leave will be foreseeable, employees are required to give 30 days’ notice by notifying your manager and HR. If less than 30 days’ notice is given, benefits may be reduced by up to 25%. In an emergency, please notify your manger and HR that you plan to use leave within 24 hours. Follow-up with written notice within 3 days of starting leave.

**-How do I file for a claim / leave?**

1. Submit your request for leave thru UKG (choose Paid Leave Oregon vs vacation or sick) **AND** notify your manager or superintendent in writing
  - Find the appropriate claim form (**tiers below**) by visiting the Arch Insurance website at [www.archinsurance.com/disability](http://www.archinsurance.com/disability) and look under **Disability Claims**. From the Arch Insurance Disability Claims page, select Oregon, then select the applicable Paid Leave Oregon Claim Form. The form format is a fillable pdf, with step-by-step instructions to complete and submit your claim to Arch Insurance.
  - Bonding Certification
  - Own Health Condition *\*employee should also complete the LifeMap STD claim form, see HR for assistance*
  - Safe Leave
  - Serious Health Condition of a Family Member
- 3) Arch Insurance will review the application and communicate with KNCC regarding the claim
- 4) You should communicate your return-to-work status to both Arch Insurance and HR during the life of the claim
- 5) Contact Arch Insurance directly for any questions: 877.369.0979 or [archdisability@acitpa.com](mailto:archdisability@acitpa.com)

**-How will I be paid for my leave?**

Once an employee has applied for a leave, Arch Insurance will review. If the claim is approved, benefits will be paid weekly and come directly from Arch Insurance.

**-Are Paid Leave Oregon benefits taxable?**

Yes. Please review the [Taxability Q&A](#) document for more information

**-How does Short Term Disability work with Paid Leave Oregon?**

If you are choosing paid leave for your own serious medical condition, our benefits under Paid Leave Oregon will be offset by your short-term disability policy. Contact HR/Payroll for assistance in coordinating completion of the STD claim form in addition to PLO. (For safe, family/bonding leave, coordination with STD does not apply).

**-Can I take 12 weeks under Paid Leave Oregon and then take 12 weeks under OFLA/FMLA?**

No. When employees apply for Paid Leave Oregon, if they are eligible under OFLA/FMLA they run concurrently.

**-Can I take paid leave benefits intermittently?**

Yes. Paid leave may be taken in increments of one workday or one work week.

**-Will my health insurance continue while I am receiving paid leave benefits?**

Yes. Once leave is approved, health insurance will stay in force during the leave period, though employees are responsible for paying their monthly premium portion while on leave. HR/Payroll will contact employees with payment details. Termination of coverage may occur because of failure to pay the monthly premium.