

HR Partners Meeting – August 2, 2017

Employee Leaves
Kenny Ly, Medical Leaves Coordinator

What is FMLA/OFLA?

- Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) help employees balance the demands of the workplace with the needs of their families
- Both laws provide up to 12 weeks of **unpaid** job protection and continuation of insurance benefits
- Eligibility requirements are available on the HR website,

<https://hr.uoregon.edu/hr-programs-services/employee-leaves/medical>

Continuation of Pay

- Accrued leave
 - Sick
 - Vacation
 - Comp Time
 - Personal (Classified employees only)
- Hardship Leave (Classified employees only)
- Unearned sick leave advance (Unclassified employees only)
- Short-Term Disability (STD) – if enrolled

Accrued Leave

- Employees Responsibility
 - Communicate with department payroll administrator and supervisor intent to use paid leave
 - Follow department normal leave reporting policy
- Department Responsibility
 - Report paid leave usage during the monthly time entry

Short-Term Disability(STD)

- File a claim with The Standard Insurance Company
- Communicate with department payroll administrator and supervisor intent to use paid leave
 - *Use of paid leave is not required while receiving STD payments*
 - Sick leave usage will reduce payments received from The Standard. All other paid leave will not affect the disability payments.
- Follow department normal leave reporting policy

Leave Without Pay (LWOP)

- Employee Responsibility
 - Classified Employees
 - Required to use any available accrued leave (sick, vacation and personal), with one exception, they may request in writing to retain 40 hours of vacation leave. Refer to SEIU CBA Article 47, Section 14(3)
 - Not required to use comp time
 - Coordinate with department payroll administrator and supervisor
 - OAs, Unrepresented and Represented Faculty
 - Elect to use unpaid leave instead of accrued paid leave (sick and vacation)
 - Coordinate with department payroll administrator and supervisor
 - Department Responsibility
 - Submit necessary payroll documents to the Payroll Office to prevent an overpayment

Paid Parental Leave

- Officers of Administration and Unrepresented Faculty
 - <https://hr.uoregon.edu/hr-programs-services/employee-leaves/parental/parental-leave-oas-and-unrepresented-faculty>
- Represented Faculty: United Academics
 - <https://hr.uoregon.edu/hr-programs-services/employee-leaves/parental/represented-faculty>

Questions

FMLA/OFLA

- Kenny Ly, kly@uoregon.edu or 6-2950
- Heather Larson, hcooksle@uoregon.edu or 6-2671

Health Insurance Benefits

- Kathryn Daniel, kdaniel@uoregon.edu or 6-2964