## H. Family Medical Leave

Family medical leave is provided in accordance with the Oregon Family Leave Act (OFLA), which enables employees to take up to 12 weeks of protected leave in a 12- month period per qualifying event.

Eligibility: To be eligible for OFLA-protected leave, an employee must have worked for CLHO for at least 180 days and must have averaged 25 hours per week. If the purpose of the leave involves the birth, adoption or placement of a child please look to the CLHO Paid Parental Leave policy.

*Qualifying events:*

* When the employee is unable to perform the essential functions of the job because of a serious health condition, including pregnancy-related conditions. In some situations, additional leave may be available for pregnancy-related disability, and/or
* ~~In the event of the birth or adoption of a child younger than the age of 18 (including the legal placement of a foster child younger than the age of 18) within 12 months of the event, and/or~~
* To care for a spouse, parent, child (regardless of age), grandparent, parent-in-law, same sex domestic partner, or parent or child of a same sex domestic partner who has a serious health condition, and/or
* To provide home care for a child younger than the age of 18 with a non-serious health condition, provided another family member is not willing and able to care for the child, and/or
* To spend time with a spouse or same sex domestic partner who is a covered service member after being notified of a call to active duty and during leave from deployment.

*Certification of need:*

Certification of need for family medical leave is required. In the event of a personal health conditions or that of a family member, the certification must be provided by a medical professional within 15 days of the request for family medical leave.

*General Provisions:*

Employees are entitled to take up to 12 weeks family medical leave during a 12-month period. For FMLA military caregiver leave, employees are entitled to take up to 26 weeks family medical leave during a 12-month period. For OFLA military leave, employees are entitled to take up to 14 days per deployment. The 12-month period begins with the calendar year. A workweek is an employee’s normal workweek schedule, usually Monday through Friday. CLHO will count family medical leave from the first day of absence under the qualifying purpose.

*Use of Accrued Leave:*

The employee may use any accrued leave in the order he or she chooses; CLHO encourages use of compensatory or flextime first.

*Benefits During Leave:*

The employee will be responsible for the full premium payments in order to continue benefit coverage while on an unpaid status.

*Medical Leave:*

Employees returning from family medical leave taken for their own health condition may be required to provide a medical release to return to work prior to or upon return indicating they are able to return to work and whether there are any restrictions.

## Paid Parental Leave

Parental leave is provided to eligible employees following the birth (including post-pregnancy disability relating to childbirth), adoption, or foster care placement of a child with an employee to give parents time to bond with their new child, adjust to their new family situation, balance personal and professional obligations and provide base salary continuation. This rule shall apply to eligible employees on approved continuous or intermittent leaves of absence for the birth (including post-pregnancy disability relating to childbirth), adoption or foster care placement of a child in effect on or after the adoption of this rule.

*Eligible Relationships*

For the purposes of paid parental leave, CLHO considers the following relationships to be parental: biological parents, adoptive parents, foster parents, step parents, legal ward, a person standing in *loco parentis.*

*Eligibility*

Employees will be eligible for up to a maximum of two hundred forty (240) (six weeks) or paid parental leave per event in accordance with the following provisions:

1. The employee is full-time or part-time; and
2. The employee has successfully completed their probationary period; and
3. The employee has been employed with CLHO for at least one hundred and eighty (180) days immediately prior to the leave, and their leave is for one of the following reasons:
4. Birth of a child/children; or
5. Placement of a child/children with the employee for adoption or foster care; or
6. Post-pregnancy disability relating to childbirth, if the leave is applied for and approved; or
7. An employee who needs to care for a spouse / domestic partner who has a post-pregnancy disability relating to childbirth, if the leave is applied for and approved; and
8. An employee may receive paid parental leave for up to two (2) events per calendar year. Unused paid parental leave in the first event cannot be carried over to a second event.

*Calculation of Leave*

1. Eligible employees working forty(40) hours per week will receive up to a maximum of two hundred forty (240) hours (six weeks) of paid parent leave per event.
2. Eligible employees working more than twenty (20) and less than forty(40) hours per week will receive a pro-rated amount of leave per event, based on percentage of time worked. Employees’ leave is calculated by multiplying the assigned or average number of hours in a workweek by six (6).

*Use of Accrued Leave*

1. Paid parental leave must be used within twelve (12) months following the birth, adoption or foster care placement of a child.
2. If an employee qualifies for FMLA, OFLA and/or contractual leave for the birth (including post-pregnancy disability relating to childbirth), adoption, or foster care placement of a child, paid parental leave under this rule will run concurrently with said leave and must be used during the approved FMLA and/or OFLA parental leave.
3. Employees may use paid parental leave before other accrued leave (eg sick leave, vacation or compensatory time etc)
4. Paid parental leave must be used before an employee enters into an unpaid leave of absence.
5. Paid parental leave must be used as described in this policy and cannot be cashed out.

*Notification to CLHO*

1. An employee will provide no less than thirty (30) calendar days notice for the birth, adoption or foster care placement of a child under the provisions of this rule. If the birth, adoption or foster care placement is unforeseeable, the employee will contact the supervisor as soon as possible.
2. Employees needing to request/use paid parental leave shall notify the CLHO Executive Director, in writing.
3. Employees will work with the CLHO Executive Director on a timeline and agreed upon leave plan.

*Intermittent Leave Use and Reduced Schedule Paid Parental Leave*

1. Use of intermittent and/or reduced schedule paid leave is contingent upon the approval of the CLHO Executive Director.
2. If the employee takes intermittent or reduced schedule paid parental leave, the actual number of hours of leave taken will be counted toward the total hours of leave allowed under this policy. Intermittent or reduced schedule paid parental leave may be taken in increments of an hour and the employee must schedule the time during CLHO business hours.

Reinstatement

1. When an employee returns to CLHO from paid parental leave, the employee will be reinstated to their former position.
2. If the employee fails to report to work within five (5) calendar days after the end of the approved leave, the employee will be considered to have resigned unless the employee has requested and obtained a leave extension prior to the end of the approved leave.