

North Clackamas Schools

Paid Leave Equivalent Plan

Group Policy #: 01-021261-00

Paid Leave Oregon serves most employees in Oregon by providing paid leave to bond with a child after birth, adoption, or placement in their home, your own or a loved one's serious illness, or if you experience sexual assault, domestic violence, harassment, bias crimes, or stalking. The Oregon Employment Department (OED) has approved your employer to offer paid leave benefits through an equivalent plan. This means that your paid leave benefits will come from your employer or plan administrator, not the state plan.

What benefits are provided through my employer's Equivalent Plan and who is eligible?
Your equivalent plan provides at least the same benefits as the state plan.

Employees in Oregon who have earned at least \$1,000 in their base year before their leave may qualify for up to 12 weeks of paid family, medical, or safe leave in a benefit year. While on leave, the equivalent plan employer pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the year before they take paid leave.

Who pays for Equivalent Plans?

If applicable, your employer will deduct your contribution—calculated as a percentage of wages—from your paycheck. Please reach out to your employer's benefits department for more info.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you must give notice to your employer at least 30 calendar days before starting paid family, medical, or safe leave.

How do I apply for paid leave under the Equivalent Plan?

You can apply for paid leave benefits under your equivalent plan by:

- Calling 1-877-377-6773 to begin the process, or by completing claim forms.
- Claim forms are available at www.symetra.com/MYGO. Forms can be submitted online or completed and emailed to LADCLA@symetra.com or faxed to 1-877-737-3650.

Forms may also be mailed to:

Symetra Life Insurance Company
Claims Department
P.O. Box 1230, Enfield, CT 06083

How can I appeal my employer's decision?

If your employer or plan administrator adjusts or denies your benefits, you can appeal the decision with them by submitting a written request within 60 days to:

Symetra Life Insurance Company
Appeals Department
P.O. Box 1230, Enfield, CT 06083

How do I dispute my employer's decision?

If the appeal doesn't resolve your disagreement with your employer, you can request support from Paid Leave Oregon for dispute resolution. Visit paidleave.oregon.gov or call 833-854-0166 for more information.

What are my rights?

If you are eligible for paid leave, your employer can't stop you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive days. You won't lose your pension rights while on leave; however, your employer can require you to pay the same health premiums during your leave that you paid before going on leave. Your employer must give you the same health benefits as when you were working.

How does the plan protect my information?

Health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online (www.oregon.gov/boli), via phone (971-245-3844) or email (help@boli.oregon.gov).

Learn more about our equivalent plan:

Contact Benefits Department at ncbenefits@nclack.k12.or.us, 503-353-5366, or HR at leaves@nclack.k12.or.us