

Congratulations, You're Having A Baby!



We want to help make this a smooth transition as you plan your time off. Follow these quick steps below to make your leave of absence an easy process.

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Apply for Leave Early:

Leaves of absence under the Family Medical and Oregon Family Leave Acts (FMLA/OFLA) protect both your job and benefits. Paid Leave Oregon (PLO/ OR PFML) protects benefits, offers job protection after 90 days of employment, and provides partial income replacement during your leave. Please note that PLO runs concurrently with FMLA but staff may choose to take FMLA before starting their PLO leave. A staff can choose to stagger their PLO leave start date to be after their FMLA starts or even after FMLA concludes if they wish to do so. Parental leave must be taken within one year of the birth or placement of your child.

To initiate your leave request, contact Absence Resources at least 30 days before your expected due date. Next, you will apply for PLO benefits with The Standard.

Absence Resources Contact Info:

Website: www.absenceresources.com

Email: ServiceTeam3@absenceresources.com

Phone: 833-515-0763

Call Center Hours 5:30 am-7:30pm PST Monday-Friday

Mobile App: AbsenceNow (for Google Play or Apple iOS).

You must have your employee ID number and your home ZIP (postal) code on file with your employer to register.

The Standard Contact Info:

Phone: 866-756-8116

Call Center Hours 5:00am-5:00pm PST Monday-Friday

You will need the following to apply:

Employer name: School District No. 1 (Portland Public Schools)

Group Policy number: 762236



What Protected Leave Do I Qualify for?

The federal and state leave programs all provide protected leave but differ in eligibility requirements and coverage. Paid Leave Oregon and FMLA allow for time off for both prenatal bonding and pregnancy disability. OFLA allows for time off for pregnancy disability and sick child leave. For specific information about leave types please visit our website [here](#) or reach out to the leave vendor.

Parental Bonding Leave

This protected leave offers time to bond with your child after birth, adoption or foster placement in your home.

Parental bonding can be taken by either parent. FMLA and PLO allow for up to 12 weeks for the birth, adoption, or foster placement of your child. This leave may be taken continuously or intermittently and must be taken within one year of the birth or placement of your child.

Pregnancy Disability Leave

This protected leave is taken by a pregnant employee for a limitation related to pregnancy or childbirth, occurring before or after the birth, or for prenatal care.

Pregnancy disability leave is covered by FMLA, OFLA, and PLO. Typically, the period of recovery is 6 weeks for a vaginal birth and 8 weeks for a C-section birth. Under PLO, Pregnant employees are eligible for an additional 2 weeks of leave making the total maximum time under PLO 14 weeks for bonding and pregnancy disability leave.

If you have limitations that arise as a result of your pregnancy, you may be eligible for additional pregnancy disability. If you ever have questions about your ability to take additional pregnancy disability, please reach out to the Leave team for assistance.

Unpaid Childcare Leave

This leave is available based on the eligibility criteria outlined in your Collective Bargaining Agreement.

If you have exhausted your FMLA/OFLA and PLO entitlements and wish to use unpaid childcare leave, please submit a request using the [Leave of Absence](#) form. *This is not a benefit protected leave. Your benefit coverage will continue as long as you remain in a paid status.*

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Your Pay While on Leave

While on protected leave, PPS will continue to administer your pay and benefits. Leave balances will be applied to your time card based on the type of leave you are taking.

- ❖ **FMLA/OFLA/ADA Leave** (No Paid Leave Oregon approval)- Full leave balances will be applied to each day that you are absent. Once your leave balances are exhausted, you will no longer receive pay from PPS while on leave.
- ❖ **Paid Leave Oregon** (even when running concurrently with other protected leave types)- Your leave balances will be applied based on your top off election. Elections can be made [here](#).

If you do not complete this form, your top off election will default to “No Response”. This means that eligible leave balances will be applied until we receive your PLO approval from The Standard. Once you are approved by The Standard, the dates on and/or after the PLO approval date will be unpaid.

- ❖ **Childcare Leave** - If you still have leave balances available at the conclusion of your protected leave and have been approved for Child Care leave, full leave balances will be applied to each day you are absent until balances are exhausted.

Questions about this? Visit our [Pay and Benefits](#) page.

Need to know how to check your leave balances? Leave balance are available on your pay stub or using PeopleSoft Employee Self Service* at <https://selfservice.pps.net/>



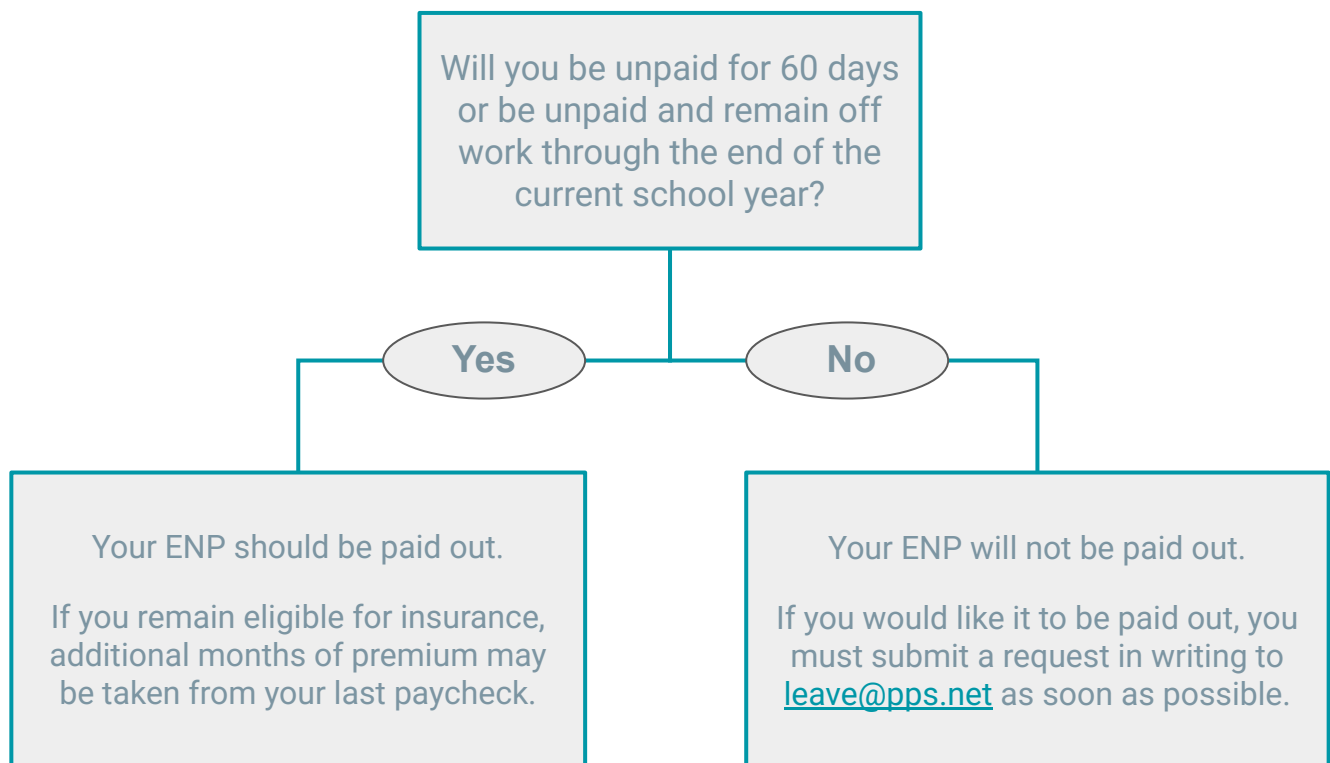
**you must be on the PPS network or have Two Step Authentication*



Unpaid Leave and Going Unpaid

If you exhaust all paid leave hours and go on unpaid leave of absence or do not elect top off while on PLO, the district may be required to pay out all monies due to you. This includes Earned Not Paid earnings (ENP), if applicable, that are normally set aside to provide pay over the summer months when school is not in session.

Will my ENP earnings be paid out while I am on leave?



If you return back to work before the end of this school year and have been paid out all earnings owed to you (which may have included 'Earned Not Paid' earnings) your new monthly contract pay amount may be significantly reduced based on the number of contract days remaining to be paid in your contract.



Understanding Your Benefits:

Your PPS benefits are protected by being on a FMLA, OFLA, and/or PLO leave of absence for at least one day within the calendar month. This protects your benefits through the end of the following calendar month.

While on protected leave, the District continues its contribution to the Health & Welfare Trust or OEGB for your benefits during your protected leave and while you are on an approved paid leave of absence. If you are unpaid from PPS during your leave, premium will be taken from your last paycheck to cover future months that you are eligible for insurance. If premium cannot be collected, you are responsible for paying your premium while on leave. If payment is not received, your benefits may be terminated. Contact leave@pps.net with any questions regarding your benefits.

My Benefits Ended, Now What?

If you exhaust your eligible paid leave balances and your FMLA/OFLA/ OR PFML entitlement and remain off-work your benefits may cease. To avoid a lapse in your coverage, you may continue your benefits on a self-pay basis through COBRA. COBRA information will be mailed to you approximately two weeks after your health coverage ends. You will have 60 days to elect COBRA. Once you have remitted the COBRA premium, your coverage will retroactively be effective back to when your health coverage ended. For questions & costs, contact the Trust Office at 503-486-2107 or for Non-Represented or SEIU employees contact Benefit Help Solutions at 800-556-3137.

Once you return to work and regain eligibility, it will be necessary to re-enroll within 31 days to reinstate the district contribution to your insurance, this is true whether or not you elect self-pay/COBRA.



Adding your baby to your health insurance:

You have 60-calendar days from the date of birth OR date of adoption to add your child to your PPS insurance. To add your child to your PPS insurance:

- ☐ Log into [Employee Self-Service \(ESS\)](#)**
- ☐ Start a Birth or Adoption 'Life Event'
- ☐ Upload the birth certificate or hospital announcement

More in-depth instructions are available [here](#).

Technical Difficulties?

PeopleSoft ESS Login Issues: Contact PPS IT Service Desk at 503-916-3375

Benefits Enrollment Technical Issues: Contact the PPS Benefits Team at benefits@pps.net.

***You must be on the PPS network or have Two Step Authentication to access ESS.*

Returning to Work:

As you plan to return to work, it needs to be coordinated so please keep your supervisor in the loop. We ask that you contact your supervisor, The Standard, and Absence Resources at least two weeks before your planned return to work date.

Please note: If you do not notify The Standard of your return date this may result in an overpayment of Paid Leave Oregon/PLO benefits. If this occurs, you will be required to repay the overpayment.

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Quick Steps Checklist

- ☐ Complete your leave request with The Standard and Absence Resources at least 30 days before your due date.
Please request the full length of time you wish to be away from work even if you are not sure that you are eligible for the full duration.
- ☐ Review the 'Your Next Steps' document included with your approval letter
- ☐ Request Top Off [here](#), if applicable
- ☐ Set up your Two-Step Authenticator
- ☐ Let Absence Resources and The Standard know that your child has been born.
 - ☐ Contact benefits@pps.net and leave@pps.net as well.
- ☐ Add your child to your health insurance
- ☐ Complete dependent verification with Secova if applicable
- ☐ Notify your supervisor, The Standard, and Absence Resources when you intend to return

Optional Next Steps

- ☐ Request ENP Payout
- ☐ Complete Unpaid Childcare Leave Request
 - ☐ Before completing your Unpaid Childcare Request, review your leave with Absence Resources and The Standard to ensure you have requested the full length of time you intend to be off work. Absence Resources and The Standard will review and apply any remaining protected leaves entitlement.