

# Hillsboro School District Leaves Update

*As of July 1, 2026, HSD employee leaves will be managed by American Fidelity instead of OneDigital and the State of Oregon under an approved equivalent plan. Learn more below.*

## What is an Equivalent Plan?

An equivalent plan is a leave management system handled by a specialized third-party company instead of the State of Oregon. This allows the Hillsboro School District (HSD) to provide more personalized and efficient handling of employee leaves. This streamlines the process and will lead to a quicker approval and payout than the current state plan.

## Why the Change?

American Fidelity has extensive experience working with Oregon school districts and has the infrastructure and expertise to meet the unique needs of HSD employees. HSD is committed to providing the best possible support for our employees. By partnering with American Fidelity, we are simplifying the leave process. Instead of applying through two separate entities, employees will work with American Fidelity for leave management and equivalent plan benefits. American Fidelity will manage your leave and provide the payment for the equivalent plan.

## Important Information for Employees

If you are currently on a leave that extends beyond June 30, 2026, or if you require a new leave starting July 1, 2026, please follow these steps:

- Complete the following form [HSD Protected Leaves](#)
- You will receive a link with application instructions and next steps.
- Work with your dedicated American Fidelity representative to determine which leave benefits you qualify for.
- Once your leave is approved, continue to enter your absences as "state/federal" as you currently do.
- For each approved leave, a notification will be sent to the employee and appropriate support staff including HR, principal/supervisor, office manager & payroll.

## Contact Information

Wendy Holland, Employee Leaves Specialist, will serve as the liaison between HSD and American Fidelity. [hollandw@hsd.k12.or.us](mailto:hollandw@hsd.k12.or.us) or call 503-844-1531

# Your Employer's Paid Leave Equivalent Plan

## What You Need to Know

Paid Leave Oregon serves most employees in Oregon by providing paid leave for the birth, foster care placement, or adoption of a child, your or a loved one's serious illness, or if you or your child experience sexual assault, domestic violence, harassment, bias crimes, or stalking. Your employer has been approved to offer paid leave benefits through an equivalent plan. This means that your paid leave benefits will come from American Fidelity, your plan administrator.

### What benefits are provided through my employer's equivalent plan and who is eligible?

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

### Who pays for the equivalent plan?

Both employees and employers contribute to the equivalent plan through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your contribution from your paycheck.

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

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical, or safe leave. If you do not give the required notice, your first weekly benefit may be reduced by 25%.

### How do I apply for paid leave under the equivalent plan?

You can apply for paid leave benefits under American Fidelity's equivalent plan at [americanfidelity.com/login](https://americanfidelity.com/login). Each eligible employee will be able to sign up for an online account to submit leave requests and track the status. You may also request a paper application online.

### How can I appeal a benefits or claims decision?

If your application is denied, you will receive a written denial of benefits from American Fidelity explaining the reason for the denial of benefits and a description of your appeal rights. You can appeal the decision by following the instructions on the written denial you receive.

### How do I dispute a benefits or claims decision?

If the appeal does not resolve your disagreement with your employer, you can request support from Paid Leave Oregon for dispute resolution. Visit [paidleave.oregon.gov](https://paidleave.oregon.gov) or call 888-854-0166 for more information.

### What are my rights?

If you are eligible for paid leave, your employer cannot prevent 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 calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

### How is my information protected?

Any health information related to family leave, medical leave, or safe leave you choose to share with your employer is confidential and may not be released without 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). To file a complaint, you can:

- Go online: [www.oregon.gov/boli](https://www.oregon.gov/boli)
- Call: 971-245-3844
- Email: [help@boli.oregon.gov](mailto:help@boli.oregon.gov)

### Learn more about your employer's Equivalent Plan.

Visit [americanfidelity.com/leave-or](https://americanfidelity.com/leave-or) for more resources or contact your Human Resources Department or your local American Fidelity account manager.

# Plan equivalente para licencia paga de su empleador

## Información que debe conocer

El plan Paid Leave Oregon (plan de licencia paga de Oregon) brinda servicio a la mayoría de los empleados en Oregon al proveer licencia paga debido al nacimiento, colocación para cuidado de crianza o adopción de un hijo, a una enfermedad grave que sufra usted o un ser querido o si usted o su hijo es víctima de un ataque sexual, violencia doméstica, hostigamiento, crimen de odio o acoso. Su empleador recibió una autorización para ofrecer beneficios de licencia paga a través de un plan equivalente. Esto significa que sus beneficios de licencia paga provendrán de American Fidelity, su administrador del plan.

### ¿Qué beneficios se brindan a través del plan equivalente de mi empleador y quiénes son elegibles?

Los empleados en Oregon que hayan ganado al menos \$1,000 el año anterior podrían calificar para hasta 12 semanas de licencia paga por asuntos familiares, médicos o de seguridad en un año de beneficio. Mientras dure la licencia, el plan equivalente pagará a los empleados elegibles un porcentaje de sus sueldos. Los montos de beneficio dependen de lo que el empleado haya ganado el año base.

### ¿Quién paga el plan equivalente?

Tanto los empleados como los empleadores aportan al plan equivalente a través de impuestos en la nómina. Los aportes se calculan como un porcentaje de los sueldos y su empleador deducirá su aporte de su nómina.

### ¿Cuándo necesito avisar a mi empleador que tomaré una licencia?

Si su licencia puede preverse, debe notificar a su empleador al menos 30 días antes de comenzar una licencia paga por asuntos familiares, médicos o de seguridad. Si usted no notifica debidamente, es posible que su primer beneficio semanal se reduzca un 25%.

### ¿Cómo solicito una licencia paga bajo el plan equivalente?

Puede solicitar los beneficios de la licencia paga bajo el plan equivalente de American Fidelity en [americanfidelity.com/login](https://americanfidelity.com/login). Cada empleado elegible podrá crear su cuenta en línea para enviar solicitudes de licencia y realizar un seguimiento del estado. También puede pedir en línea una solicitud en papel.

### ¿Cómo puedo apelar una decisión sobre beneficios o reclamaciones?

Si rechazan su solicitud, recibirá una notificación de rechazo de los beneficios por escrito de American Fidelity donde se explican los motivos del rechazo y se describen sus derechos de apelación. Para apelar la decisión, siga las instrucciones que aparecerán en la notificación de rechazo por escrito.

### ¿Cómo disputo una decisión sobre beneficios o reclamaciones?

Si la apelación no resuelve el desacuerdo con su empleador, puede solicitar la asistencia de Paid Leave Oregon para solucionar la disputa. Ingrese a [paidleave.oregon.gov](https://paidleave.oregon.gov) o llame al 888-854-0166 para obtener más información.

### ¿Cuáles son mis derechos?

Si es elegible para la licencia paga, su empleador no puede impedirle tomarla. Su trabajo estará protegido mientras usted se toma una licencia paga si ha trabajado para su empleador durante al menos 90 días calendario consecutivos. No perderá sus derechos jubilatorios mientras esté de licencia y su empleador debe seguir brindándole los mismos beneficios de salud que tiene mientras está trabajando.

### ¿Cómo se protege mi información?

Toda información de salud relacionada con una licencia por asuntos familiares, médicos o de seguridad que usted elija compartir con su empleador es confidencial y no puede divulgarse sin su permiso a menos que las leyes exijan su divulgación.

### ¿Qué debo hacer si tengo preguntas sobre mis derechos?

Es ilegal que su empleador lo discrimine o tome represalias en su contra por haber preguntado o reclamado sus beneficios de licencia paga. Si su empleador no está cumpliendo las leyes, usted tiene el derecho a presentar una acción civil ante un tribunal o presentar una queja ante el Oregon Bureau of Labor & Industries (BOLI). Para presentar una reclamación puede:

- Ingresar en línea a: [www.oregon.gov/boli](https://www.oregon.gov/boli)
- Llamar al: 971-245-3844
- Dirección de correo electrónico: [help@boli.oregon.gov](mailto:help@boli.oregon.gov)

### Obtenga más información sobre el Plan equivalente de su empleador.

Ingrese a [americanfidelity.com/leave-or](https://americanfidelity.com/leave-or) para consultar más recursos o contacte al departamento de Recursos Humanos o a su gerente de cuenta local de American Fidelity.