

How To Request Protected Leave

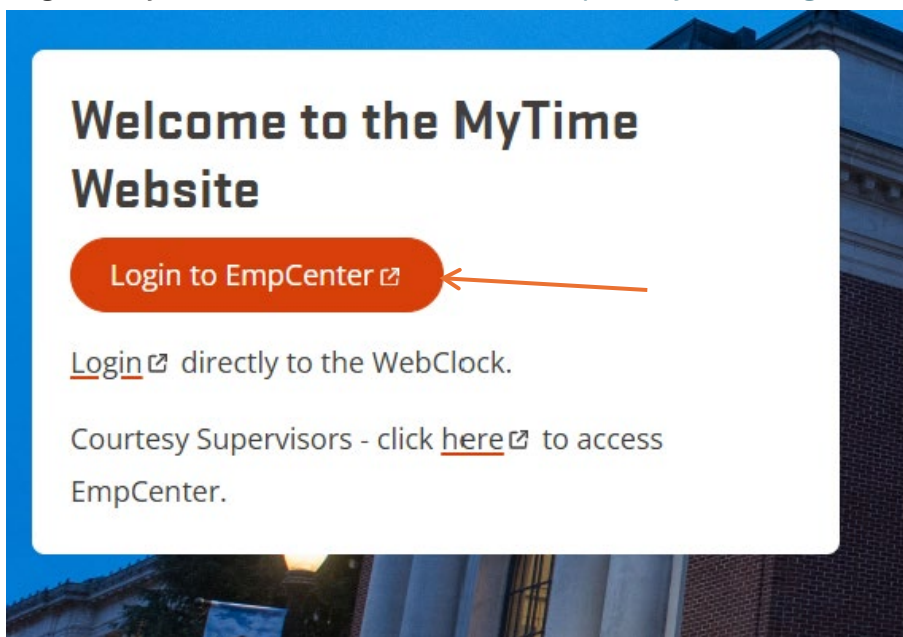
Protected Leave Summary

The Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA) and Oregon Paid Family & Medical Leave (OPFML) were enacted to assist employees and employers in balancing the demands of the workplace with the needs of employees and their families when leave is needed for a serious health condition, pregnancy, parental, bereavement, and military family leave (exigency and caregiver leaves).

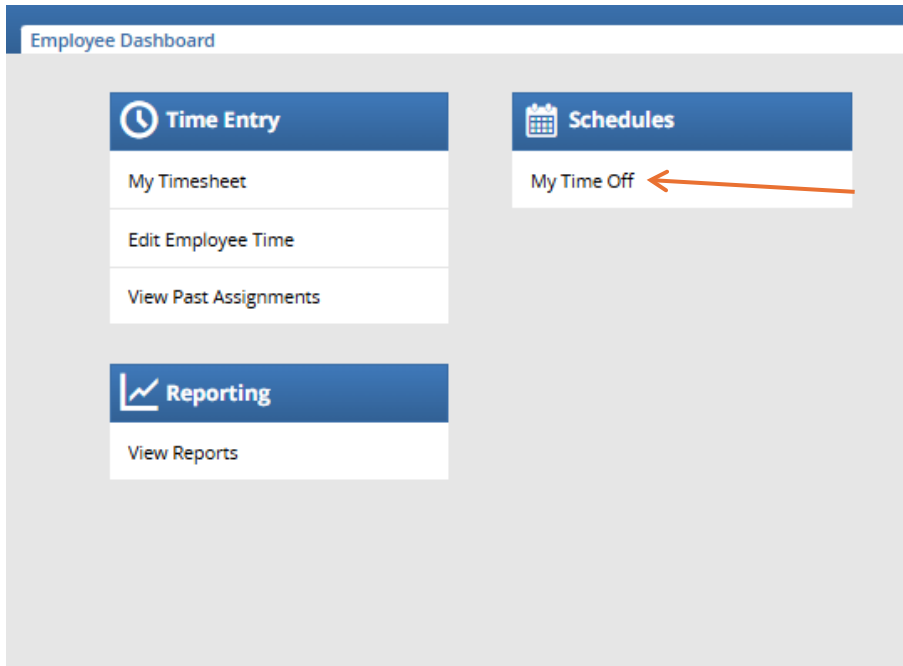
Protected Leaves offer job-protected time away from work for your own serious health condition, because you need to care for an eligible family member with a serious health condition, or for another qualifying event. Leave may be taken all at once or intermittently as the medical condition requires. The leave laws define who is eligible, what absences and family members qualify, if your health insurance benefits will be protected, and how much leave time you may take during your leave year.

Step by Step Guide:

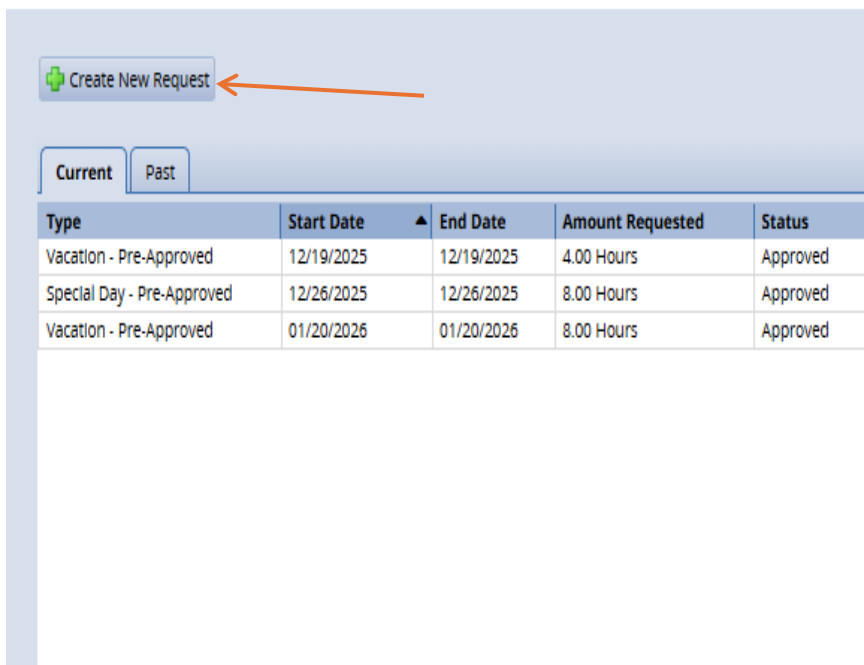
1. Log into My Time website located here: <https://mytime.oregonstate.edu/>



2. Navigate to My Time Off

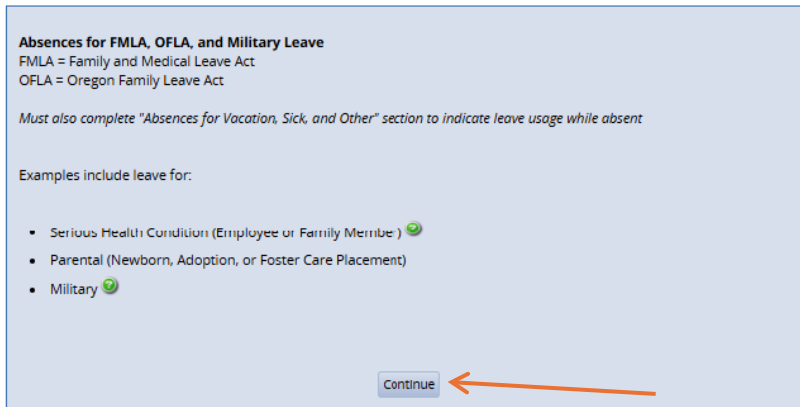


3. Click create a new request

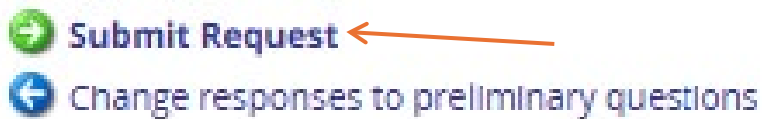


4. Select Absences for FMLA, OFLA, and military leave

I need to request



5. Answer the questions and submit the request (submit button is found on the bottom left corner of the page)



Oregon Paid Family and Medical Leave (OPFML/PLO)

If you are also applying for OPFML please complete the OPFML application and Survey.

OPFML Application: <https://beav.es/36e>

OPFML Survey: <https://beav.es/UMt>

Contact Information

If you have questions regarding protected leave, please reach out to the OSU Protected Leave Office.

Phone: 541-737-5946

Email: medical.leave@oregonstate.edu

Mailing: University Human Resources, 236 Kerr Administration Building, Corvallis, OR 97331-2132

Fax: 541-737-0553

Please note due to the individualized nature of protected leave we will only be able to answer general questions before receiving your request