



Oregon Paid Family and Medical Leave/Paid Leave Oregon (PLO)

Employee Notice of Benefits Available Under ORS 657B

Effective as of January 1, 2026, OSU is maintaining an equivalent (private) plan to provide Oregon Paid Family and Medical Leave benefits and is self-administering this equivalent plan through OSU Protected Leave. OSU's equivalent (private) plan has been approved by the Oregon Employment Department. Benefits administered by OSU's plan will be equal to or greater than benefits provided through Oregon's state-administered Paid Leave Oregon program, and will never cost employees more than participation under the state program.

Who is eligible for PLO Benefits?

To be eligible, an OSU employee must work in the state of Oregon. There are some limited classes of workers who are excluded from eligibility (for example, independent contractors, workers in training or work-study programs are not eligible). While on PLO, employees are paid a percentage of their wages. Benefit amounts depend on what an employee earned before their leave begins (or in a prior base (or alternate base) year if the benefit amount would be greater). PLO can only be taken in full day increments.

Paid benefits are available to eligible employees for up to a combined 12 weeks per Benefit Year for the following reasons:

- To bond with a child in the first 12 months after birth, adoption, or foster care placement and for qualifying "pre-placement" leave;
- To care for the employee's own serious health condition;
- To care for a family member's serious health condition;
- For safe leave related to the employee, or employee's minor child or dependent experiencing sexual assault, domestic violence, harassment, bias crimes or stalking

Up to an additional 2 weeks are available for limitations related to pregnancy, childbirth or a related medical condition, including but not limited to lactation, for total leave not to exceed 14 weeks per Benefit Year.

Who pays for Paid Leave Oregon (PLO) family and medical leave benefits?

Employees and employers contribute to the cost of the program at rates established under ORS 657B. Employee contributions are deducted from employee's wages. Employee contributions are set aside by OSU separate from its other assets and used to pay Plan benefits and administrative expenses.

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 prior to starting paid family, medical or safe leave. If your leave is unexpected, you must notify your employer within 24 hours of beginning leave. If you do not give the required notice, your first weekly benefit may be reduced by up to 25%. For leave taken during January 2026 only, OSU is waiving the 30 day advance notice requirement and does not intend to apply this reduction.

How do I apply for PLO?

You will start your leave request through EmpCenter on your desktop or laptop (this cannot be completed via mobile device)

Log into the My Time website located at

<http://mytime.oregonstate.edu>

1. Click My Time Off
2. Click Create New Request
3. Select Absences for PLO, FMLA, OFLA and Military Leave
4. Answer the questions and submit your request
5. Click [here](#) to complete the Paid Leave Oregon application form
6. Email medical.leave@oregonstate.edu to claim your missed days

What are my rights?

If you are eligible for PLO, your employer cannot prevent you from taking it. Your job is protected while you take PLO leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on PLO. You can continue your health benefits on the same basis as when you are working. OSU will deduct amounts from your PLO benefit payments in the same manner as other deductions that have been authorized with respect to your regular wages.



medical.leave@oregonstate.edu 541.737.5946

Is my information protected?

Any information related to family, medical or safe leave that you choose to submit to OSU is confidential. It can be used for administering your claims and payments under OSU's equivalent plan and shared to the extent permitted under applicable law to administer such claims and payments. Your information can be released with your permission and to the extent the release is required by law.

What if I have questions about my rights?

Click [here](#) for a copy of OSU's equivalent plan to learn more about available benefits, rights and obligations under the plan. The plan includes claims provisions, describing the application, claims decision and appeal procedures. If you have any questions about OSU's equivalent plan, you should first contact OSU Protected Leave to attempt to resolve them.

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed PLO benefits. If your employer is not following the law, you have the right in certain circumstances to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). For more information, see:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Additionally, if your claim for coverage and benefits under OSU's equivalent plan is denied, you have the right to appeal that denial to OSU. If your appeal is denied and you still disagree, there is a process to resolve disputes between you and OSU that is available through the Oregon Employment Department.

Learn more about Paid Leave Oregon at

<http://paidleave.oregon.gov>

