

# Employee's Guide to Protected Leave

FMLA (Family Medical Leave Act) and OFLA (Oregon Family Leave Act) allow eligible employees to take job-protected leave for qualifying reasons. FMLA, OFLA, Oregon Sick Time, and Paid Leave Oregon (PLO)(PLO is effective 9/03/2023) are not optional. The law requires the City of Springfield to provide this protected leave.

## Possible/common situations to request protected leave:

- Employee/Family member has a serious health condition- illness, surgery, off the job injury, hospital stay, treatment, chronic conditions and long-term conditions.
- Pregnancy disability- absences for prenatal care/recovery from child birth
- Parental Leave after baby is born (can be intermittent with supervisor approval)
  - \*Females can take up to 12 weeks for pregnancy disability (requires medical certification) AND 12 weeks of parental leave.
  - Males may take up to 12 weeks parental "bonding" leave.
- Bereavement- protected bereavement leave is available beyond the city paid compassionate leave- two weeks total.
- Military – qualifying exigency due to covered service members: call to active duty, leave from deployment or to care for ill or injured covered service member
- Employee is a victim of domestic violence, sexual assault or stalking

## Requesting Protected Leave:

You can submit a protected leave claim online or by phone:

- **Online:** [MyLincolnPortal.com](https://mylincolnportal.com)
  - Follow the guided steps beginning with START A CLAIM OR LEAVE.
  - If this is your first-time logging in, **use company code LF1073CIT**
- **By Phone:** 888-408-7300
  - You will speak directly with a claim specialist.

Be prepared to answer some questions about yourself and your absence when you submit your claim. If you need help or have questions, please reach out to Human Resources by calling (541) 726-3705.

- Supervisor or Employee can contact Human Resources to obtain assistance with the request leave - (541) 726-3705
- Request should be entered 30 days prior to the leave, if possible, if not possible as soon as need for leave is known.
- If actual leave dates are not known at the time of the leave request, a best estimate should be entered; the request can be updated
- Lincoln Financial will review your request and send necessary approval/certification paperwork and further instructions.

## Coding Your Time Card:

While out on protected leave, you may use your leave accrual banks. The default is *sick protected* but per city policy you may elect to use any of your leave banks, while on an approved protected leave. Let your supervisor know what leave bank(s) you would like to use while on any protected time away. Earn codes (listed below).

**BRV** – Compassionate Leave (Up to one week protected, city paid leave)

**Bereavement** - Protected Leave (One-week unpaid protected leave) (*An employee may use any leave accrual bank while on approved protected bereavement leave.*)

**VPL** – Vacation - Protected Leave

**SPL** – Sick - Protected Leave

**HPL** – Holiday - Protected Leave

**LPL** – Leave without Pay - Protected Leave

**CPL** – Comp - Protected Leave

**FPL** – Floating Holiday – Protected Leave

**PPL** – PTO – Protected Leave

## Return to Work:

If the doctor takes you completely off from work, you must bring in a Doctor's release prior to returning to full duty or to a modified duty assignment. **NO RELEASE = NO WORK.**

All doctor's notes, medical releases, and work agreements need to be given to your supervisor and a copy sent to Lincoln Financial.

## When Protected Leave Ends:

Job protection ends but you may apply for extended leave. You may also want to look at job accommodation options and begin this interactive process with the Human Resources.