

Introduction to Paid Family Leave Q&A

Question	What is Paid Family Leave (PFL)?
Answer	PFL is a new program that ensures qualified individuals and families have the time and support they need when life's important moments affect their health and safety.

Question	Who administers the program?
Answer	<p>The City's PFL program is administered through Lincoln Financial. Claims can be submitted online or by phone:</p> <ul style="list-style-type: none">• Online: MyLincolnPortal.com (If this is your first time logging in, use company code LF1073CIT.) Instructions Snapshot• By Phone: 888.408.7300 (You will speak directly to a claim specialist.)

Question	How is PFL different from FMLA and OFLA?
Answer	<p>PFL is a <u>paid</u> protected leave, whereas FMLA and OFLA are unpaid protected leave.</p> <p>There are also differences in the types of leave and who is considered a family member. Each program has many rules and can be complex. A chart showing details is on the Paid Leave Oregon website.</p> <p>SB 999 affirmed that leave taken under OFLA that qualifies as protected leave under FMLA or PFL must be taken concurrently with, and not in addition to any leave under FMLA and PFL.</p>

Question	Who is eligible to take PFL?
Answer	Employees for the City of Springfield who have earned at least \$1,000 in the prior year (or during the alternate base year) may qualify for up to 12 weeks of PFL in a benefit year.

Question	Who pays for Paid Family Leave?
Answer	<p>Employees and employers contribute to PFL through payroll taxes. Contributions are calculated as a percentage of an employee's wages. The City deducts a portion of the contribution rate from the employee's paycheck.</p> <p>You can check out the Paid Leave Oregon (PLO) Contribution Calculator here:</p> <p>https://paidleave.oregon.gov/emPFLyers/contributions-calculator.html/#calculator</p>

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Question	What is the requirement to provide notice of a PFL claim with the City and Lincoln Financial?
Answer	<p>For planned events, the employee is required to notify their supervisor <u>and</u> submit a claim with Lincoln thirty (30) days prior to the leave.</p> <p>For unplanned events, the employee is required to notify their supervisor <u>and</u> request leave from Lincoln within twenty-four (24) hours of the leave and provide written notice within three (3) days after the need for the leave is known.</p> <p>If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, the employee must notify Human Resources as soon as possible.</p> <p>If an employee does not give the required notice, their first weekly benefit may be reduced by 25%, per State rules.</p>

Question	Is there a waiting period for PFL?
Answer	Currently the State has not implemented a waiting period.

Question	What are the qualifying purposes for a PFL claim?
Answer	<ol style="list-style-type: none"> 1. <u>Family Leave</u> – for an employee to care for a family member with a serious illness or injury or to bond with a new child after birth, adoption, or foster care placement. 2. <u>Medical Leave</u> – for an employee experiencing their own serious health condition or disability due to pregnancy. 3. <u>Safe Leave</u> – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

Question	Who is considered a family member?
Answer	<ul style="list-style-type: none"> • Your spouse or domestic partner • Your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner’s child, or the child’s spouse or domestic partner. • Your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent’s spouse or domestic partner. • Your sibling or stepsibling or their spouse or domestic partner. • Your grandparent or your grandparent’s spouse or domestic partner. • Your grandchild or your grandchild’s spouse or domestic partner. • Any person who you are connected to like a family member.

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Question	What is the benefit duration with PFL?
Answer	<ul style="list-style-type: none">• An employee may qualify for up to twelve (12) weeks of paid leave per benefit year in any combination of family, medical, and safe leave.• The PFL program also allows an employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical condition.

Question	What is a benefit year?
Answer	A benefit year starts on the Sunday before the period of leave begins and lasts for 52 weeks. A new benefit year cannot start until the conclusion of the prior benefit year.

Question	Can PFL benefits be taken intermittently?
Answer	<p>For all leave types you can take your leave for a week, a day, or a number of days less than a week. You cannot take leave in amounts less than a day.</p> <p>When on intermittent leave, an employee must notify Lincoln Financial each day that they are absent due to PFL.</p>

Question	What is the benefit amount from PFL?
Answer	<p>The benefit amount is determined by our insurance provider based on the employee's previous wages and the state average weekly wage.</p> <p>Oregon Employment Department (OED) sets the state average weekly benefit amount and maximum weekly benefit amount.</p> <p>The Paid Leave Oregon website has a benefit calculator.</p>

Question	How do I receive the pay provided by the PFL benefit?
Answer	You will receive payment from Lincoln Financial on a weekly basis.

Question	Can I choose to not take the pay provided by the PFL benefit?
Answer	<p>Yes, but the protected time still counts against the 12 weeks of protected leave under the PFL program.</p> <p>You must notify Lincoln Financial at the time of filing your claim that you are choosing to not receive the financial benefit of the PFL program.</p>

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Question	Can accrued leave be used to supplement PFL benefits?
Answer	Yes, an employee may supplement with accrued leave.

Question	Do I have to use accrued leave to supplement PFL?
Answer	<p>No. You are responsible for covering your portion of insurance premiums and your supplemental benefit plans (voluntary life and disability insurance) while on PFL. <u>Going unpaid may end your supplemental benefits unless arrangements are made to pay those outside of payroll.</u></p> <p>SB 999 requires employees to continue to make regular contributions to the cost of health insurance premiums during periods of leave. Employers who pay any employee portion of insurance premiums during leave may deduct up to 10% of the employee's gross pay each pay period to recover these amounts upon the employee's return to work.</p>

Question	Will I still earn my holiday hours while I'm on Leave?
Answer	Yes

Question	Can I request leave donation while receiving PFL?
Answer	No.

Question	Can I use Short-Term Disability (STD) while receiving PFL?
Answer	Yes. STD payments will be reduced by the amount you receive from PFL for claims submitted for the same time period. STD will not exceed 60% of/ your base rate of pay.

Question	Can I be on Workers Compensation and have a PFL claim?
Answer	No

Question	Do health care benefits continue while eligible for PFL benefits?
Answer	Yes, but the employee is responsible for your premium costs.

Question	Do I have to pay taxes on my PFL benefits?
Answer	<p>Yes, you may need to pay federal and state personal income taxes on your PFL benefit payments. For information regarding taxability and how PFL benefits can affect your tax situation, please speak to a tax professional.</p> <p>You can find more information on Paid Leave Oregon's <u>Taxability Fact Sheet</u>.</p>

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Question	Will my PFL payment from Lincoln Financial be reported to PERS as subject salary?
Answer	<p>No. Payments made thru a third party-run equivalent plan, such as Lincoln Financial, are non-subject salary and do not get reported to PERS.</p> <p><i>The information being provided on PERS may be different for each person. It is recommended that you contact PERS directly with questions about your own situation.</i></p>

Question	Will my PERS service time be affected if I receive PFL payments from Lincoln Financial?
Answer	<p>For PERS service time to accrue, an employee must work or be on accrued paid leave the majority of the month. PERS defines the majority of the month as not having leave without pay for 11 or more business days in the month. If you are receiving PFL payments only (not supplemented by accrued leave from the city) for 11 or more days in a calendar month, service time will not accrue, per PERS.</p>

Question	Can my PERS service time be earned if I use my city paid accrued leave along with my PFL benefit during my paid family leave?
Answer	<p>If you are using City paid leave for a portion of the day, the earnings are reported to PERS as subject salary and PERS counts the day as a “worked day” even if the day is being supplemented with your PFL payment.</p>