

Paid Leave Oregon (PLO) Employer Notification

This form is intended solely for the purpose of notifying Harrisburg School District (HSD) of your leave.
You need to submit your application for leave with the State.

Employee Name: _____

Type of Leave (please mark one):

Family Leave	Medical Leave	Safe Leave
<input type="radio"/> Birth, adoption, or foster placement of a child	<input type="radio"/> To care for your own serious medical condition	<input type="radio"/> You or your child experience sexual assault, domestic violence, harassment, or stalking
<input type="radio"/> To care for a family member with a serious health condition		

For continuous leave:

Anticipated last day of work: _____ Anticipated first day of work upon return: _____

For intermittent leave, please list all known dates of leave below:

Payroll Considerations:

Question	Amount	Yes / No
Do you want to use sick or personal leave to “top off” your pay to 100%?		
If your HSD check does not cover fully your payroll deductions, do you:		
- want to prepay your OEGB out of pocket contributions?		
- want to prepay your American Fidelity supplemental insurance?		
- want to continue your 403(b) contributions during your absence?		
- want to continue your other contributions during your absence?		

Next Steps:

Go online to apply for Paid Leave Oregon. (*Link is on the districts website under "For Staff" Human Resources*)

The website is extremely helpful and has a guidebook detailing how to make a claim:

<https://paidleave.oregon.gov/>

If you'd like a printed copy of the handbook, please request one from

human.resource@harrisburg.k12.or.us

You can submit your application up to 30 days before your planned absence to ensure a smooth transition in the source of your pay.

Please note: the employer has no role in this application or the approval/denial of leave.

- Plan for your HSD paycheck to be reduced. This reduction should be offset by payments made through the State, but HSD has no control over the timing or frequency of the payments.
- If you are concerned about this, talk with the Human Resources to see what solutions might be possible.
- When submitting your application to the State, ask if your PLO benefits will be considered taxable income and if so, do they withhold taxes. You'll want to plan accordingly.
- If you want to increase your income tax withholding on your HSD pay throughout the rest of the year to offset any tax burden, please submit an updated Form W-4
- Confirm your date of return to work with HSD seven (7) calendar days before you return (as a courtesy) to make sure all necessary forms are accounted for.

If you are eligible for FMLA or OFLA leave, these will be used at the same time as your Paid Leave Oregon leave when applicable.

Is there anything else you'd like us to know about your situation or circumstances?

Employee Signature

Date