

YOUR EMPLOYER'S PAID LEAVE EQUIVALENT PLAN



WHAT YOU NEED TO KNOW

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing you paid leave for the birth, adoption, or fostering of a child; when you or a loved one is impacted by a serious illness or injury; or if you or your child is experiencing a situation with sexual assault, domestic violence, harassment, or stalking. Your employer has been approved to offer these paid leave benefits through an equivalent plan. This means that your paid leave benefits will come from your employer or plan administrator.

WHAT BENEFITS ARE PROVIDED THROUGH MY EMPLOYER'S EQUIVALENT PLAN AND WHO IS ELIGIBLE?

Oregon employees who have earned at least \$1,000 in the prior year, may be entitled to up to 12 weeks of paid family, medical, or safe leave in a benefit year. While on leave, you will be paid a percentage of your wages. Benefit amounts will depend on what you've earned in the prior year.

WHO PAYS FOR EQUIVALENT PLANS?

Your employer has elected to pay your share of the contribution, so you will not see any changes to your paycheck.

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 before starting paid family, medical, or safe leave. If you do not give the required notice, your first weekly benefit may be reduced by 25%.

HOW DO I APPLY FOR PAID LEAVE UNDER THE EQUIVALENT PLAN?

Starting April 1, 2024 you may be entitled to paid leave benefits under your equivalent plan by applying as follows:

Calling The Hartford at: 888-301-5615; or

Completing the claim form provided by your employer with input from your employer and the provider.

Mail or fax the documentation to:
The Hartford
PO Box 14869
Lexington, KY 40512
Fax: 833-357-5153

HOW CAN I APPEAL THE DECISION ON MY APPLICATION?

If your application is denied, you can appeal the decision with your plan administrator. To appeal the decision with The Hartford you must submit in writing, as indicated in your decision letter.

HOW DO I DISPUTE THE APPEAL DECISION?

If the appeal does not resolve your disagreement, you can request support from Paid Leave Oregon for dispute resolution. Visit paidleave.oregon.gov or call 833-854-0166 for more information.

WHAT ARE MY RIGHTS?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must give you the same health benefits as when you are working.

HOW IS MY INFORMATION PROTECTED?

Health information related to family, medical, or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

WHAT IF I HAVE QUESTIONS ABOUT MY RIGHTS?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

**Learn more about our Equivalent Plan:
Please contact your Employee Benefits Administrator**



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