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| ***Click here to enter a date*** |
| ***Click here to enter First and Last Name*** |
| ***Click here to enter Street Address*** |
| ***Click here to enter Agency City, State Zip*** |
| **Subject: Oregon Family Leave Act– Sick Child** |
| We understand you may be reporting a qualifying absence under the Oregon Family Leave Act (OFLA) relating to your child’s illness, injury or a condition that requires home care. This is known as OFLA sick child leave.  OFLA sick child leave is a legal entitlement available to eligible employees for the purpose of providing home care when needed to their child(ren) under the age of 18 with a serious or non-serious illness, injury or condition or due to a school or daycare closure for reasons related to a public health emergency. Absences related a child’s medical appointment for a routine check-up do not fit the definition of sick child leave.  The age limit does not apply if the child is incapable of self-care because of a mental or physical disability.  We have reviewed your eligibility for OFLA. To determine an employee’s eligibility for OFLA leave, the agency looks backward on the calendar 180 days from ***Click here to enter Leave Year Designation*** to determine if you have worked enough hours and days to be eligible for OFLA leave.  Based on our review, we have determined that you are ***Click here to enter Eligibility***.  Your OFLA leave year is ***Click here to enter a date*** through ***Click here to enter a date***.  As of ***Click here to enter a date*** you have ***Click here to enter OFLA Hours*** remaining to use in your OFLA leave year.  Except for absences related to the closure of a child’s school or childcare provider due to a public health emergency, the agency may require supporting medical documentation after you have taken all or any part of three separate days during a leave year for OFLA sick child leave. You will receive a separate request if medical documentation is required.  When using OFLA sick child leave, you must follow agency call-in procedures each time you are absent for your Family and Medical Leave. You must state the reason for your absence is for OFLA sick child leave. Please contact us if you have any questions concerning your Family and Medical Leave entitlements. | |
| ***Click here to enter Your Name – Signature Line*** | |
| ***Click here to enter Your Position or Title Name*** | |
| PHONE: ***Click here to enter Phone Number(s)*** | |
| FAX: ***Click here to enter Fax Number*** | |