

SUBJECT: Paid Leave Oregon	NUMBER: 60.000.04
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 12/30/2022

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: Oregon state government shall comply with provisions of the Paid Family and Medical Leave Insurance Act (Paid Leave Oregon) administered by the Oregon Employment Department.

AUTHORITY: ORS 657B.010 through ORS 657B.040; ORS 657B.060 through ORS 657B.080; ORS 657B.120; and ORS 657B.440; OAR 471-070-0010 through 471-070-8540

APPLICABILITY: All employees, when not in conflict with collective bargaining agreements, including temporary employees

ATTACHMENTS: Paid Leave Oregon Model Notice

DEFINITIONS: Also refer to State HR Policy 10.000.01, Definitions

POLICY:

- (1) Each state agency director or authorized designee administers State HR Policy 60.000.04 as the agency's policy. Compliance with the Paid Family and Medical Leave Insurance Act, known as Paid Leave Oregon, is mandatory.
- (2) All agencies, regardless of the number of employees, will pay the employer contributions to the Paid Leave Oregon insurance fund.
- (3) Agencies shall post the model notice poster in an accessible location at each worksite.
 - a. The model notice must be sent electronically to remote workers upon the start of any remote work.