*[Add your plan administrator information here]*

Name of Business
Paid Leave
Equivalent Plan

What you need to know

Paid Leave Oregon serves most employees in Oregon by providing paid leave to bond with a child after birth, adoption, or placement in their home, your own or a loved one’s serious illness, or if you experience sexual assault, domestic violence, harassment, bias crimes, or stalking. The Oregon Employment Department (OED) has approved your employer to offer paid leave benefits through an equivalent plan. This means that your paid leave benefits will come from your employer or plan administrator, not the state plan.

What benefits are provided through my employer's equivalent plan and who is eligible?
Your equivalent plan provides at least the same benefits as the state plan. Employees in Oregon who have earned at least $1,000 in their base year before their leave may qualify for up to 12 weeks of paid family, medical, or safe leave in a benefit year. While on leave, the equivalent plan employer pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the year before they take paid leave.

Who pays for equivalent plans?
Employees contribute to their employer's equivalent plan through payroll withholding. Employers calculate your contributions as a percentage of wages and they will deduct your contribution from your paycheck.

When do I need to tell my employer about taking leave?
If your leave is foreseeable, you must give notice to your employer at least 30 calendar days before starting paid family, medical, or safe leave. If you don’t give the required notice, your first weekly benefit may be reduced by 25%.

How do I apply for paid leave under the equivalent plan?
You can apply for paid leave benefits under your equivalent plan by:

How can I appeal my employer’s decision?

If your employer or plan administrator adjusts or denies your benefits, you can appeal the decision with them by:

How do I dispute my employer's decision?
If the appeal doesn’t resolve your disagreement with your employer, you can request support from Paid Leave Oregon for dispute resolution. Visit [paidleave.oregon.gov](http://paidleave.oregon.gov) or call 833-854-0166 for more information.

What are my rights?
If you are eligible for paid leave, your employer can’t stop 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 days. You won’t lose your pension rights while on leave; however, your employer can require you to pay the same health premiums during your leave that you paid before going on leave. Your employer must give you the same health benefits as when you were working.

How does the plan protect my information?
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 isn’t 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](http://www.oregon.gov/boli) (www.oregon.gov/boli), via phone (971-245-3844) **or** email (help@boli.oregon.gov).

Learn more about our equivalent plan:

**Instructions: How to use the Equivalent Plan Model Notice template**

Employers with an approved equivalent plan must provide their employees with a notice poster that provides required information about their approved plan. This template outlines the required information for that notice poster and you can use it to create the written notice about your equivalent plan. For more details on notice poster requirements, see
[OAR 471-070-2330](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=293199)**.**

To use this notice template, you must update the provided text to accurately reflect your plan information, including completing the information that was left blank. If you provide a plan that is more beneficial than the state paid leave plan, you should edit the provided text to describe how your plan works. For example, if you offer more types of paid leave or you don’t withhold contributions from employees, you should edit the provided text to explain your plan.

Your notice poster must include information on:

* Benefits provided under your plan
* How to file a claim for benefits
* Employee notice requirements and penalties
* How to appeal a decision
* Employee deductions, if any
* An employee’s right to dispute a decision through the Oregon Employment Department
* A statement that discrimination and retaliatory personnel actions against an employee for asking about paid leave benefits, giving notice of paid leave, taking leave or claiming paid leave benefits are prohibited
* The right to job protections and benefits continuation
* The right to bring civil action or file a complaint with BOLI for violation of job protections or protections from discrimination or retaliation.
* That any health information received is confidential and may not be released without the employee’s permission unless state or federal law or a court order permits or requires disclosure.

Your completed notice poster must be displayed in each of your buildings or worksites in an area that is accessible to and regularly frequented by employees. You must provide the notice to remote employees by hand delivery, regular mail, or through email or other electronic means.

The notice poster must be displayed in the language(s) you typically use to communicate with employees in your buildings or worksites, and you must provide it to remote workers in the language you typically use to communicate with your employees.

Web: paidleave.oregon.gov
Call: 833-854-0166
Email: paidleave@oregon.gov