

Paid Leave Oregon ensures people have the time and support they need to care for themselves and their loved ones when they need it most.

What Paid Leave may I qualify for if I'm impacted by the Silver Rail Elementary tragedy?

You may qualify for up to 12 weeks of paid leave from work:

- **Medical leave** – you are experiencing a serious health condition.
- **Family leave** – you need to care for a family member experiencing a serious health condition.

You can use Paid Leave benefits in one block of time (consecutive leave) or take a day or a week, and work in between those days or weeks (intermittent leave). For some people, Paid Leave will replace 100% of their wages. For others, it replaces a percentage of their wages.

What is a Serious Health Condition?

A serious health condition can be a physical injury, impairment, or mental health condition that results in one or more of the following:

- A period of incapacity – incapacity is the inability to perform at least one essential job function, or to attend school or perform normal daily activities for more than three consecutive days
- A need for inpatient care in a medical facility
- A need for multiple treatments

Examples of who may qualify for Paid Leave benefits include, but are not limited to:

- ➔ A person who requires inpatient medical care, such as at a hospital or residential facility
- ➔ A person experiencing anxiety episodes that have left them unable to perform their job for more than three days
- ➔ A parent whose child is displaying PTSD symptoms that have left them unable to attend school for more than three days
- ➔ A person who requires ongoing physical or mental health treatment through periodic visits over an extended period
- ➔ A person whose family member is recovering from physical injuries or has a mental health diagnosis that requires them to receive physical or psychological assistance

For Bend-La Pine School District Employees

Bend-La Pine School District has an equivalent paid leave plan administered by American Fidelity. Employees covered by that plan should apply through American Fidelity rather than Frances Online.

Visit info.americanfidelity.com/or-leave-support or contact Todd.Wells@americanfidelity.com for assistance. Paid Leave Oregon staff can also help answer your questions.

How do I apply?

Create a [Frances Online](#) claimant account to apply for benefits online – the fastest and easiest way to apply for Paid Leave. You can apply immediately after creating a Frances Online account.

If you can't access Frances Online, you can download a paper application from the [Paid Leave website](#) (paidleave.oregon.gov/resources/forms-and-checklists) and mail it to us, or call us at 833-854-0166 (toll-free) to apply by phone. If calling, please select the SAFE leave option for specialized phone support.

To expedite the process, email OED_PAIDLEAVE_CENTRAL_OREGON_SUPPORT@employ.oregon.gov after you have applied.

What do I need to apply?

- ☐ Your requested leave schedule (consecutive or intermittent) and the expected start and end dates of your paid leave
- ☐ Your current and past 18 months of employment information
- ☐ A signed verification document from a health care provider, such as the [Paid Leave Oregon Verification of Serious Health Condition Form](#) (paidleave.oregon.gov/resources/resources) that includes a diagnosis or description of symptoms or treatment

Note: The health care provider must be approved to certify as defined in OAR 471-070-1000. Approved providers include physicians, psychologists, nurses, nurse practitioners, and regulated social workers.

When should I tell my employer I plan to take paid leave?

If possible, you should tell your employer at least 30 calendar days before you take leave. However, if you need to take leave unexpectedly, you must give verbal notice within 24 hours of starting your leave and provide written notice within three days of the start of your leave.

Where can I find more information?

The [How to Apply for Benefits Overview video](#) and [Employee Guidebook](#) on our website provide more detailed information on applying for benefits.

Email: OED_PAIDLEAVE_CENTRAL_OREGON_SUPPORT@employ.oregon.gov

Call: 971-375-2393 (Katie Owens, Bend Outreach Coordinator)

Starting October 26, Paid Leave Oregon staff will also be on-site at the Bend WorkSource Center (1007 SW Emkay Dr.) Mon-Fri to provide application support and answer your questions.

If you are a staff member of the Bend - La Pine school district, you may be covered under the district's paid leave equivalent plan. Go to info.americanfidelity.com/or-leave-support or contact Todd.Wells@americanfidelity.com.