



## Paid Family Medical Leave Information & Benefits Summary *Albany Police Association employees*

*The Oregon Paid Family Medical Leave Act (HB 2005), passed in 2019, creates a paid family and medical leave (PFML) insurance program to provide partially or fully compensated time away from work for qualifying employees to care for themselves or a loved one under certain circumstances for family, medical, and safe leave. Under the law, employers can elect coverage under an equivalent plan through a private insurance company, provided the equivalent plan provides at least the same level of benefits to employees as they would otherwise receive through the state's plan, Paid Leave Oregon. The City has elected to provide coverage under an equivalent plan through The Standard, which provides some additional benefits for employees.*

*The following benefits and conditions apply to Albany Police Association employees covered under the City's plan through The Standard:*

1. **Contributions.** The City contributes 40% of the PFML contribution rate per employee and each employee contributes 60% of the PFML contribution rate as provided by law. The current contribution rate, set by state statute, is 1% (total for employer and employee) of any W2 subject wages up to the current social security wage cap (currently \$132,900). At the current rate, employee PFML contributions are calculated as 0.006 x subject wage amount, e.g., \$2,000 x 0.006 = \$12. All employees pay PFML contributions based on their gross subject wages, regardless of PFML usage.
2. **Eligibility.** All part- or full-time, regular or temporary status employees are eligible for PFML benefits. Under the City's plan through The Standard, employees are eligible for PFML benefits on their first day of employment, with the \$1,000 earnings test and 30-day waiting period waived.
3. **Benefit Calculation.** The Standard calculates PFML benefits using both the state's average weekly wage calculation, as outlined within PFML rules, as well as using the employee's regular rate of pay in effect at the time of their claim submission. Employees receive the better of the two benefit calculations through The Standard.
4. **Use of City Accruals.** An employee may use accrued paid leaves during the waiting period prior to receiving PFML benefits as well as to supplement their PFML benefits from The Standard. Accrued leave used in conjunction with PFML must be used in the following order: 1) sick leave; 2) compensatory time, vacation, holiday, or personal leave at the employee's election; and 3) sick leave donations. Employees are permitted to donate sick leave to employees who need additional leave to supplement their PFML benefits; however, the City only allows such donations up to the amount necessary to permit the employee to receive their current regular net rate of pay in accordance with City policy.
5. **Insurance Premiums.** Employees are responsible for their regular health insurance premium contributions as well as any premiums for employee-paid supplemental insurance coverage while on PFML leave. For employees who are using City leave accruals to supplement their PFML benefits, the amounts owed shall be paid through payroll deduction. If an employee's pay is insufficient to cover the full cost of the employee portion of premiums while on leave, or the employee chooses not to supplement their PFML benefits with accrued paid leave, the employee is responsible to pay the contribution owed directly to the City each month. Employee premium payments are subject to a repayment program, if applicable.

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6. **Benefits Continuation.** Use of PFML leave is considered hours worked for the purposes of seniority, longevity, benefit coverage, leave accruals, and deferred compensation contributions. Use of PFML leave is **not** considered hours worked for the purpose of calculating overtime.
7. **Notice Requirements.** For any leave that is foreseeable or non-emergency (e.g., paternity leave or a scheduled surgery), employees must provide the City advance written notice of at least 30 days before taking PFML leave. The easiest way to facilitate this is to notify your supervisor **and** submit a leave request to Human Resources through [ESS](#). If you are taking PFML leave under unforeseen emergency circumstances, you need to notify the City (your supervisor, at a minimum) verbally within 24 hours and also in writing (email is fine) within 3 days of taking leave. Emergency events include but are not limited to: 1) An unexpected serious health condition of the employee or a family member of the employee; or 2) a premature birth, unexpected adoption, or unexpected foster placement by or with the employee. Failure to comply with notice requirements may result in a reduction of PFML benefits.
8. **Processing Time.** Since launching in September 2023, The Standard's processing time (from the time that an employee submits a completed PFML application — including any required documentation — to the date they receive their first payment) has been approximately two weeks. The Standard issues checks weekly by mail.
9. **Benefit Year.** Beginning September 3, 2023, the City reset the FMLA/OFLA benefit year for all eligible employees to run concurrent with PFML use. Your benefit year under each leave law begins on the Sunday preceding the start of your qualifying leave, e.g., if your first day of leave is Wednesday, March 13, your benefit year begins on Sunday, March 10. Human Resources staff will cover this with you in more detail at the time of requesting leave.
10. **PERS and Taxability.** In accordance with PERS rules, PFML benefits received through The Standard are not PERS-subject wages. Employees must have at least 50 hours per month of paid time through the City (using City leave accruals) and not be in unpaid status for more than 10 days in the month in order for that month to count toward their PERS service credit. In accordance with the Oregon Department of Revenue's December 2022 guidance, PFML contributions made by the employee are considered to be made post-tax and thus are included in wages subject to Oregon income tax withholding and are not allowed as an Oregon itemized deduction. Benefits received for PFML leave generally are taxable income as follows: 1) Family leave (*when caring for a qualifying family member*) and Safe leave benefits are fully taxable; and 2) Medical leave (*when taking leave for yourself*) benefits are taxable based on the ratio of employee to employer contributions (currently, this means 60% of medical benefits received would be taxable).
11. **Claim Submission.** All PFML claims are to be submitted by the employee directly to The Standard. An online portal is expected to be available at some point in the future. In the interim, employees can submit their completed forms and any required documentation by email to [pfml@standard.com](mailto:pfml@standard.com) or by fax to 866-751-5174.
12. **General Questions.** The City's Human Resources team is here to help with FMLA/OFLA/PFML benefits, eligibility, and any general leave questions you may have related our City policies/practices. Please reach out to us at x7529 or [hr@albanyoregon.gov](mailto:hr@albanyoregon.gov).
13. **Claim Assistance.** If you are having any issues with your claim through The Standard and need assistance, please contact our member claims advocates with Aldrich Benefits LP. They can be reached at 877-588-0002 or [mybenefits@aldrichadvisors.com](mailto:mybenefits@aldrichadvisors.com). They are able to work directly with the insurance company to try and resolve any issues and are a wonderful resource for City employees. All

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communications with Aldrich are confidential and protected under the Health Insurance Portability and Accountability Act (HIPPA).

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