



Protected Leave Packet

Process, Information, and FAQs

What to do when leave is needed

The City of McMinnville offers various types of protected leave, including leave under the Federal Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and Paid Leave Oregon (PLO). Leave is administered through Human Resources.

As of January 1, 2026, Paid Leave Oregon claims funded and managed through the City. We no longer use The Hartford for leave administration.

The following is a general guideline for any protected leave. The process may be adjusted based on the type of leave required.

Before Leave

Employee: Complete the Request Form in NEOGOV (this will notify HR).

Employee: Provide your supervisor with your scheduled dates of leave (you are not required to provide your reason for leave).

HR: Determine types of leave employee is potentially qualified for and Calculate PLO contribution.

HR: Send employee qualification review and medical certification form.

Employee: Submit required documentation to HR

Supervisor: Begin planning for leave.

HR: Designate leave as FMLA, OFLA, and/or PLO and notify department and employee. **Final approval may be after leave starts*

While Employee is on Leave

Employee: Do not work unless approved through HR. If approved for intermittent leave, make sure HR is aware of leave dates. Reminder that PLO must be full day absences.

HR: Email department instructions for completing timecard.

Supervisor: Ensure leave has been entered on timecard.

HR: Coordinate pay and track leave.

Ending Leave

Employee: If taking leave for a medical reason, obtain a return-to-work release from your medical provider and submit to HR.

Supervisor: Plan for employee's return.

HR: Keep department informed of return-to-work status, if applicable.

Protected Leave Process

Employee Requests Leave through Request Form in NEOGOV

HR shares tentative dates of leave with department

HR Requests Documentation from Employee, if applicable

Employee provides HR with required medical certification information

HR designates leave and emails employee and department

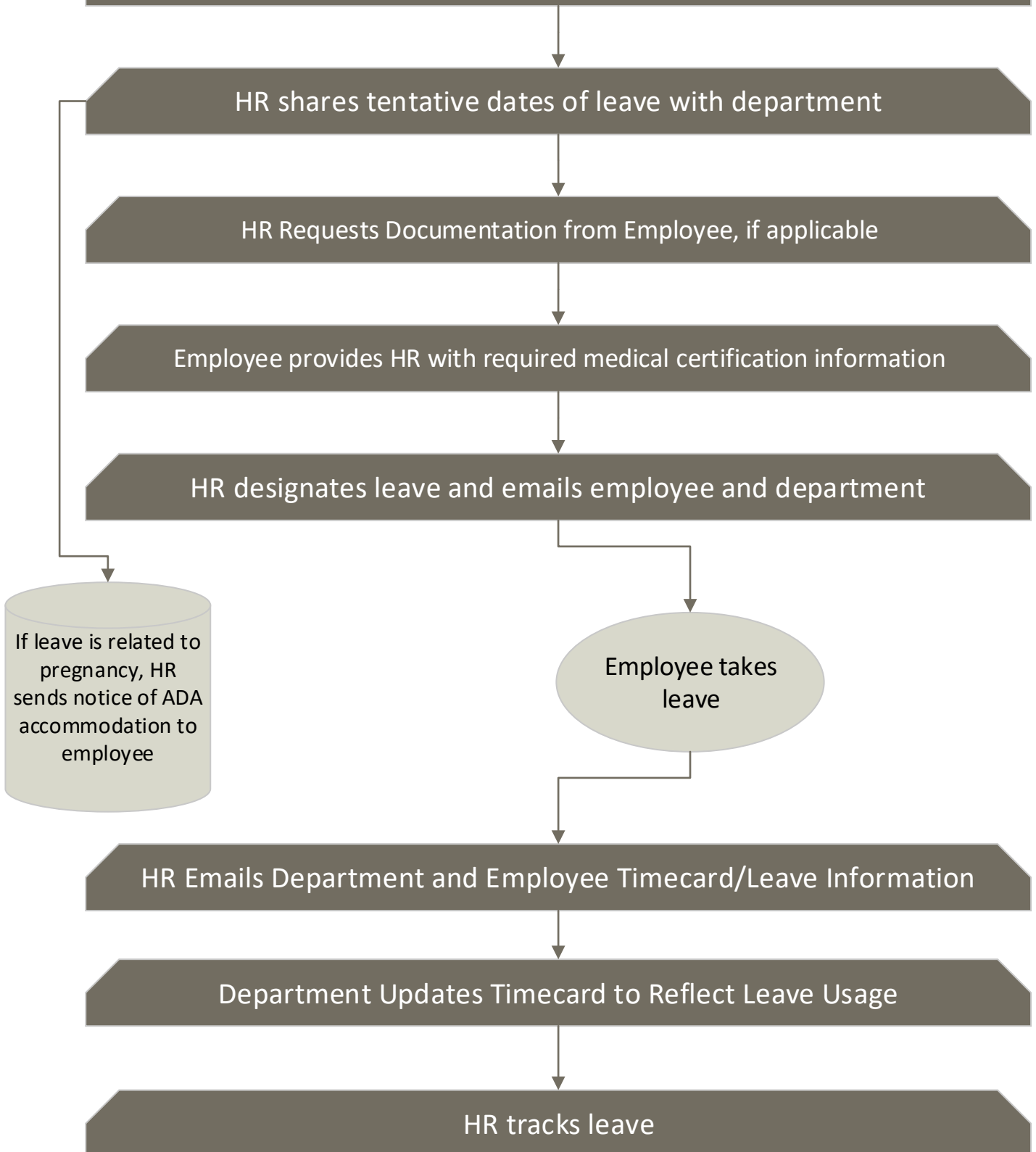
If leave is related to pregnancy, HR sends notice of ADA accommodation to employee

Employee takes leave

HR Emails Department and Employee Timecard/Leave Information

Department Updates Timecard to Reflect Leave Usage

HR tracks leave



Our policies for protected leave are available on the [Human Resources Website](#) and in the [Employee Handbook](#). The questions below should help answer some common questions.

1. Am I eligible for protected leave?

a. There are four types of protected leave and each program has different requirements. These are the general requirements for each program. Please contact HR if you have questions about eligibility.

i. Federal Family Medical Leave Act (FMLA)

- I. Call to Active Duty Leave
- II. Employee's Serious Health Condition Leave
- III. Family Member's Serious Health Condition Leave
- IV. Parental Leave
- V. Servicemember Family Leave

ii. Oregon Family Leave Act (OFLA)

- I. Pregnancy Disability leave
- II. Bereavement leave
- III. Military family leave for a spouse or domestic partner who is called to active duty
- IV. Leave to care for a child during school/daycare closures due to a public health emergency

iii. Paid Leave Oregon (PLO)

- I. Employee's Serious Health Condition Leave
- II. Family Member's Serious Health Condition Leave
- III. Parental Leave
- IV. Safe leave

iv. Americans with Disabilities Act (ADA)

- I. Reasonable accommodation for employee's own disability

2. How do I submit a request for leave?

a. Submit the Protected Leave Request Form in [NEOGOV](#).

3. How much notice do I need to provide to take leave?

a. You should let your supervisor know as soon as you know leave is likely to happen, but no less than 30 days in advance. However, if the need for leave is unforeseen or an emergency, notice may be required as soon as it is practicable and not later than 24 hours after beginning leave.

4. How much leave can I take?

a. Each situation and program (FMLA, OFLA, PLO, ADA) has different parameters for much leave you may be eligible for. Please contact HR if you have questions about length of leave.

5. Can I work while on protected leave?

- a. If you are out for your own medical condition, this will depend on how your medical provider classifies your leave. If you are out for other reasons, generally, you have the option to designate your leave as continuous (can't work) or intermittent (can work).

6. What is the definition of Family Member?

- a. The definition of a family member depends on the type of leave (FMLA, OFLA, PLO) you are taking. Please contact HR if you have questions about family member qualifications.

7. Will I be paid while on leave?

- a. Full-Time – FMLA/OFLA: you will not receive pay for this leave unless you use accrued vacation, comp, floating holidays, and/or sick leave.
- b. Full-Time – Paid Leave Oregon (PLO): you will receive your normal pay from the City.
 - i. When we receive information from The Hartford, we will deduct any unreimbursed hours from your leave banks. If you do not have any accrued leave, you will receive leave without pay for the unreimbursed time.
- c. Part-Time – FMLA/OFLA: you will not receive pay for this leave unless you use sick leave.
- d. Part-Time – Paid Leave Oregon (PLO): When we receive information from The Hartford, we will process payment for any hour reimbursement.

8. When do I have to submit a Return-To-Work Form?

- a. This depends on the type of leave you are taking:
 - i. Your own medical condition: Required (Return-to-Work form required)
 - ii. Care for a family member or parental leave: Not required

9. Will I continue to accrue vacation, sick leave, etc. while I am out on protected leave?

- a. As long as you are in a paid status, you will continue to accrue leave. In other words, if you aren't using leave without pay, you will accrue leave.

10. I have insurance through the City. What happens to my medical premiums while I am on leave.

- a. If you are using Paid Leave Oregon or paid leave (vacation, sick, etc.) your premiums will be deducted from your wages like normal.
- b. If you are using leave without pay, you will have the option to decide what you would like to do when completing the Leave Request Form.