

Paid Leave Oregon Policy

Paid Leave Oregon is administered by the Oregon Employment Department (OED). It entitles eligible employees to take up to 12 weeks (with up to 2 additional weeks available for pregnancy-related conditions) of paid leave benefits within a 12-month period for the following reasons:

Family leave:

- ✓ Time off to care for and bond with your child during the first year of life (or first year after foster placement or adoption).
- ✓ Time off for a family member with a serious health condition. Eligible family members include: your spouse, child (or the child's spouse or domestic partner, i.e. your daughter-in-law or son-in-law), parent (or the parent's spouse or domestic partner), parent-in-law, sibling or stepsibling (or the sibling or stepsibling's spouse or domestic partner, i.e., your sister-in-law or brother-in-law), grandparent (or the grandparent's spouse or domestic partner), grandchild (or the grandchild's spouse or domestic partner), your domestic partner, or "any individual related by blood or affinity whose close association with [you] is the equivalent of a family relationship."

Medical leave:

- ✓ Time off for your own serious health condition but not including injuries or illnesses for which you are eligible to receive workers' compensation benefits.

Safe leave:

- ✓ Time off to address domestic violence, harassment, sexual assault, or stalking in order to protect you or your minor child, adult disabled dependent child, or any other adult for whom you are a guardian. This includes leave for the following reasons:
 - ◆ To seek legal or law enforcement assistance or remedies to ensure their health and safety.
 - ◆ To seek medical treatment for or to recover from injuries caused by domestic violence, sexual assault, or stalking.
 - ◆ To obtain or assist in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, or stalking.
 - ◆ To obtain services from a victim services provider.

- ♦ To relocate or take steps to secure an existing home to ensure their health and safety.

To qualify for Paid Leave Oregon, you must apply and be approved for leave benefits by OED.

Eligibility

OED will determine your eligibility, but generally, you are eligible for Paid Leave Oregon leave if you made at least \$1,000 in Oregon wages in the year before your leave.

Benefit amount

The amount of pay you will receive is determined by OED, based on how your prior year's weekly wage compares to the state average weekly wage (SAWW). The maximum weekly benefit is 120 percent of the SAWW, and a minimum of 5 percent of the SAWW. These amounts will be adjusted every year in July.

Length of Leave

You can generally take up to 12 weeks of paid time off within a 12-month benefit year under Paid Leave Oregon for any combination of family, medical, or safe leave. In addition, you may take an additional 2 weeks of paid leave for limitations related to your own pregnancy, childbirth, or related medical conditions such as lactation.

Leave increment

You may take time off under Paid Leave Oregon in increments as small as a whole workday. Leave doesn't have to be taken consecutively.

Benefit year

The 12-month benefit year for Paid Leave Oregon is designated by OED and starts on the Sunday before leave begins and runs for 52 weeks. After your benefit year ends, you will begin a new benefit year the next time you take leave.

Combination with other leaves

Because Paid Leave Oregon, the Oregon Family Leave Act (OFLA), and the federal Family and Medical Leave Act (FMLA) are different laws, there are different rules for each type of leave. Leaves that qualify under one law may not qualify under another. Eligible employees must apply for and take their Paid Leave Oregon benefits while taking OFLA or FMLA whenever the leave also qualifies for Paid Leave Oregon. You can combine paid and unpaid leave, but the Paid Leave Oregon law limits this to 16

weeks total (or 18 weeks if pregnancy-related) of Paid Leave Oregon and unpaid leave under OFLA.

Paid Leave Oregon benefits are in addition to Oregon sick leave, paid vacation, or other paid time off (PTO) available to you.

We will allow you to use accrued paid time off (such as vacation time, paid sick leave, or PTO) while you are on approved Paid Leave Oregon leave, in order to supplement the benefits you receive from OED. Please see Human Resources for more information.

Job protection and reinstatement

If you have been employed by us for at least 90 days when your leave begins, we will reinstate you to the position you held before leave began as long as your position still exists. If your position no longer exists [*For large employers (25 or more employees):* we will reinstate you to an available equivalent position. *For small employers (fewer than 25 employees):* we will try to find an available similar position for you, but we may not be able to reinstate you if we don't have a position available.]

Notice of the need for leave

If your leave is foreseeable, you must provide written notice at least 30 days prior to beginning leave. For unforeseeable leave, you must notify us that you are taking leave within 24 hours of starting leave. If your initial notice was not in writing, you must follow up with written notice within 3 days after starting leave. Your written notice must include your first and last name, an explanation of the need for leave, and the anticipated timing and duration of the leave. You may provide a handwritten note, email isesock@cascaewood.com or complete a leave request form available from the HR office.

If you do not notify us of your need for leave as required by this policy, your benefits may be reduced by the OED by up to 25 percent for your first week's worth of benefits.

You must also comply with our usual call-in requirements per our attendance policy.

Communication during leave

You must notify us as soon as possible if the dates or schedule of your leave changes. You must also notify us as soon as possible before your return if you will have any medical restrictions that will affect your ability to perform your duties upon returning to work.

Continuation of health care benefits

If you have been employed with us for at least 90 days prior to taking leave, we will continue your group health insurance on the same basis as if you had continued to work.

If you do not pay your share of your health insurance premium while on leave, you may lose your coverage for failure to pay premiums

No retaliation

We will not retaliate against an employee for requesting leave or inquiring about their rights under Paid Leave Oregon.

More information

For more information about Paid Leave Oregon, please see the Paid Leave Oregon poster located at Cascadewood.com or Human Resources.

NOTE:

You will not be eligible for CWP self-insured short term disability benefit plan if you apply for PLO and receive benefits.