

Paid Leave Oregon and FMLA Application Process

To apply for benefits under Paid Leave Oregon (PLO) and/or Family Medical Leave Act (FMLA), follow the steps below.

NOTE: *There will be 2 processes happening at the same time*

with the same health provider certification required for both PLO and FMLA.

If you apply for PLO and you also qualify for FMLA, [it is required to use FMLA and PLO concurrently](#).

What's the difference between PLO and FMLA?

PLO is a state plan and FMLA is federal. Both allow for 12 weeks of job-protected leave, but they have different eligibility requirements. Applying for PLO automatically starts FMLA as well.

PLO	FMLA
Eligible after 90 days of work w/ employer	Eligible after 1 year of work w/ employer
Serious health condition of employee, parent, spouse, sibling, child and step-child, grandparents, grandchildren, spouses and domestic partners of those previously listed	Employee's serious health condition or condition of spouse, child, or parent

Step 1: Notify Human Resources you intend to take leave.

Notify HR of your request for leave (PLO and/or FMLA) by email HRConfidential@lesd.k12.or.us or call 541-461-8202.

For planned leave: If you know you will need to use leave, you must let Lane ESD know at least 30 days before taking leave.

For unexpected leave: If you need to take leave unexpectedly, you must tell Lane ESD within 24 hours of starting your leave. This notification can be written or verbal. You must give your employer written notice within 3 days of starting your leave. If you don't give written notice to your employer, the state may reduce your first weekly benefit payment by 25%.

Step 2: Apply for PLO benefits through the state

Use [Frances Online](#) to apply for PLO benefits. You can check your account 24 hours a day, seven days a week. If you can't access Frances Online, send in a paper [application](#) or call the state at 833-854-0166. It may take longer for you to receive a response if you send a paper application.

At the **earliest**, you can send your application 30 days before you start your leave. At the **latest**, you can send it 30 days after you start your leave.

Have questions about how to use Frances Online? Visit the [Frances Online Resources page](#).

HR will be notified by the state that you have applied for PLO and will respond regarding your FMLA eligibility within 5 business days with a Provisional Designation Letter or a Denial Letter.

Remember, a denial of FMLA is not a denial of PLO.

Step 3: Get your health care provider certification ready

PLO and FMLA: one certification for both

You'll need at least 1 of the following:

- 1) Paid Leave Oregon [Verification of Serious Health Condition Form](#)
- 2) Other documentation from a health care provider that includes the following:
 - Your name
 - Your date of birth
 - A short description or diagnosis, including symptoms or required treatment of your serious health condition
 - The approximate date the serious health condition began or the date the serious health condition created the need for leave
 - The expected end date or an explanation that the condition is chronic or permanent
 - For intermittent leave, an explanation of how often, and for how long, the condition impacts you
 - The health care provider's:
 - First and last name
 - Type of medical practice or specialty
 - Contact information such as business name, address, and phone number
 - Handwritten or electronic signature from the health care provider and the date the documentation was signed

Important: If the health care provider is issuing the document before you start your leave, their signature **cannot be more than 60 days old** when your leave starts.

Step 4: Watch your postal mail and Frances account

The state will send requests for information and ID verification throughout the process, including letters sent in the mail and notifications on your Frances account. Staying aware of their requests is crucial to a smooth, timely process.