

Manager/Supervisor Leave of Absence



The County uses a third-party administrator, The Standard, for leave.

What is “protected leave”? A local, state or federal entitlement to take time away from work that protects a qualified employee's job and benefits, and cannot be considered in the discipline process. Depending on the law, the leave may be paid (Paid Family & Medical Leave-PFML) or unpaid (Oregon Family Leave Act-OFLA, Federal Family & Medical Leave Act-FMLA).

We cannot force an employee to take protected leaves but any absences that are not protected are subject to the County's attendance and leave policies, notification processes, and may be subject to use in disciplinary procedures.

To start a request (“claim”) for protected leave: Employees can call The Standard at 1-866-756-8116 or by going [online](#). They can contact The Standard at absence@standard.com with any questions.

The Standard will send you an email with the employee's approval or denial decision and the employee's expected return date.

Note that The Standard mails the employee a packet of information which includes a medical certification that must be returned by the employee's healthcare provider within 30 days or the claim for leave may be denied. The employee can have the health care provider provide the completed certification to the employee who then returns the certification to The Standard. Encourage your employee to check with their healthcare provider to ensure that the paperwork is completed by the deadline to avoid denial of their claim, or let the employee know that they can ask the provider to give the completed certification to them and the employee can send it to The Standard, to ensure it is provided to The Standard on time.

By law, the medical information will not be shared with you to maintain confidentiality of the employee's medical information.

What to expect while your employee is out on protected leave

- **Reporting** Your employee must report all their absences following the County's usual call-out procedures, including all days/hours missed from work for intermittent leave. Your employee should notify you and The Standard of all absences. The Standard tracks employee absences and calculates the employee's leave banks.
- **Absence Portal** You can check to see how much time your employee has left in their various leave banks by going to [The Standard's absence portal](#). You may have to set up an account if it is the first time you use the portal. Follow this [step-by-step instructions to create an account](#). [Click here for training](#) on using the absence portal.
- **Talking to your employee** You can ask your employee about return dates. Don't ask for medical details or share the employee's personal information.
- **Talking to other employees** Don't share the employee's personal information (e.g. talk about why the employee is out.) If asked why an employee is out you can say “Sally is out on protected leave” but do not discuss the details of the leave.

- **Changes** Your employee must notify you and The Standard of any changes to their leave dates or return to work date.
- **Release** If your employee is out on continuous leave for their own illness or injury they must provide you and The Standard with a release to return to work form completed and signed by their healthcare provider at least three (3) business days before their return to work. This is not required for pregnancy/bonding leaves or leaves to care for a family member.
- **Accommodation** Your employee or The Standard may let you know if your employee needs an accommodation when they return to work. If you have any questions about the request for accommodation contact the Leave Administration team at LeaveAdmin@clackamas.us

Timesheets

- Your employee will add their regular/sick/vacation hours and their work time/hours on their timesheet.
- You review and approve your employees' timesheets as usual.
- The Leave Administration team will add the protected leave codes to absences that the employee reports to The Standard. Thus, it is important for your employees to report their absences to The Standard to ensure that their timecard is accurately coded.
- If the leave is denied or canceled the absences are subject to applicable County leave policies and notification procedures. Leave Administration will submit a Payroll Adjustment Request (PAR) to correct an employee's timesheet coding if an absence is denied or cancelled.
- If the employee is unexpectedly out on leave you should add regular Sick, Vacation or LWOP Unauthorized codes to the employee's timesheet, and advise the employee to request a leave of absence from The Standard. Once approved Leave Administration will correct the timesheet codes.
- For donated leave the employee makes the request, it is approved by a Leave analyst, then the request goes out to the County. The designated department person notifies the leave team of the donated hours, which are added to the employee's leave banks.
- Check the [Timesheet FAQs](#) for answers to common questions.

Additional resources

- Leave Administration: www.clackamas.us/des/leave-administration
- [Flow charts for different leave processes](#)
- Leave Administration [Organizational Chart](#)
- [FMLA 101 video](#)
- [Absence portal training video](#)
- [Leave of Absence FAQs](#)
- [Return to work FAQs](#)
- [Leave of Absence comparison chart](#)
- [Oregon Family and Medical Leave FAQs](#) and [OFLA/PFML changes presentation](#).
- [Paid Family and Medical Leave FAQs](#)

For further assistance please contact the specialist assigned to your department at 503-742-5460 or email us at LeaveAdmin@clackamas.us