



**Program #72020B - Central HR Paid Leave Oregon** FY 2025 Proposed

**Department:** County Management **Program Contact:** Travis Brown  
**Program Offer Type:** Operating **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:** New Request

**Executive Summary**

The Protected Leave Administration (PLA) program helps employees access multiple leave programs: the Federal Family Medical Leave Act, Oregon Family Leave Act, Paid Leave Oregon (effective 9/3/23), and the Washington Family Leave Act (FMLA/OFLA/PLO/PFML). PLA is managed by the Employee Benefits Program for all eligible County employees except the Multnomah County Sheriff's office. With the addition of Paid Leave Oregon (PLO) the number of leave requests increased significantly. PLA requests two additional staff members to address this new expanded workload.

**Program Description**

PLO is a mandatory, statewide insurance program that allows eligible employees to take 12 to 14 weeks of paid time off for covered events including: family leave, medical leave, and safe leave.

The implementation of PLO has increased the volume of protected leave requests submitted to the Employee Benefits Office. The complexity of the leave requests and administration of the requests, also made the workload more challenging as staff must perform the analysis between PLO and other County programs. The major driver of this increased workload is the new PLO leave and its intersections with the different protected leave programs. After careful analysis, to stay within State and Federal Leave Laws guidelines, this scaled offer requests the addition of two HR Analyst Sr. positions to support the leave program.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Total Paid Oregon Leave Events Processed	N/A	N/A	750	1,000
Outcome	Percent of Paid Leave Oregon Leave Requests responded to within 5 days	N/A	N/A	99%	100%

**Performance Measures Descriptions**

Output - Total number of Paid Leave Oregon Requests Processed by the Employee Benefits Team Leave Administrators during the fiscal year. Outcome - The percent of Paid Leave Oregon leave event requests submitted to the Employee Benefits Team Leave Administrators in five days or less to stay in compliance with State of Oregon Leave Laws.

## Legal / Contractual Obligation

Comply with Oregon Employment Division leave laws and regulations for PLO and all other leave guidelines. All leave requests submitted by employees must be responded to within five business days per FMLA/OFLA regulations. In addition, County labor contracts have leave and benefit mandates which require proper interpretation, compliance and administration.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$0	\$0	\$428,080
Materials & Supplies	\$0	\$0	\$0	\$20,000
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$448,080</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$448,080</b>	
Program FTE	0.00	0.00	0.00	2.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This program is supported by Risk Fund revenues.

## Significant Program Changes

Last Year this program was: