

To: All Employees  
From: Amy Larson  
Date: 7/1/2024  
Subject: Notification and Tracking of Leave Days Including Paid Leave Oregon

Dear Team,

This is a reminder about the proper procedure for taking and reporting leave days, including those under the Paid Leave Oregon program.

**Notification Requirement:**

When you intend to use Paid Leave Oregon, it is mandatory to notify your supervisor and Carrie ahead of time (or as timely as possible in the event of a sudden illness or injury). This ensures we can accurately account for your leave and comply with state tracking requirements. The State of Oregon audits Paid Leave Oregon claims and verifies if employers have been properly notified. If you do not inform us and indicate that you have, your benefits may be reduced.

**Tracking All Leave Days:**

All types of leave, including Paid Time Off (PTO) for illness or personal reasons, unpaid days off, and Paid Leave Oregon, must be tracked meticulously. To facilitate this, please fill out a time-off form for any leave day and specify the type of leave you are taking. You may have multiple types of leave on one form (for example Paid Leave Oregon and PTO).

**Taking Additional PTO:**

You are permitted to take PTO in addition to receiving Paid Leave Oregon benefits. Please ensure this is clearly indicated on your time-off form to avoid any discrepancies.

**Steps to Follow:**

1. Notify your supervisor and Carrie about your intention to use Paid Leave Oregon.
2. Fill out a time-off form for each leave day or group of consecutive days.
3. Clearly indicate the type(s) of leave on the form (PTO, Illness, Paid Leave Oregon, etc.).
4. Submit the completed form to Carrie for tracking purposes.

**Note: Time-off that is not related to an illness or injury or caring for a family member in accordance with Paid Leave Oregon or other leave benefits (Oregon Family Leave, Federal Family Leave etc.) must be approved by your supervisor. In addition, you must work with your supervisor to schedule non-emergency and/or elective medical leave to ensure staffing needs are met.**

Your cooperation in following these procedures is crucial to ensure compliance with state requirements and to avoid any potential reduction in your benefits.

If you have any questions or need further clarification, please do not hesitate to contact Carrie or Amy

Thank you for your attention to this matter.

