



PAID LEAVE OREGON: CERTIFICATION REQUIREMENTS



Verification for Bonding with, or Caring for, a Child

An employee who is applying for Paid Leave to care for a child must provide appropriate verification. The verification must show the following:

- A)** Claimant's first and last name as parent or guardian of the child after birth or placement of the child through foster care or adoption;
- B)** Child's first and last name; and
- C)** Date of the child's birth or placement.

Employees must provide one of the following for bonding or caring for a newborn:

- Child's birth certificate
- A Consular Report of Birth Abroad
- A document issued by a health care provider of the child or pregnant parent;
- A hospital admission form associated with delivery; or another document approved by the department for this purpose.

An employee applying for PFMLI benefits to care for and bond with a child during the first year after the placement of the child through foster care or adoption must provide one of the following forms of verification:

- A copy of a court order verifying placement;
- A letter signed by the attorney representing the prospective foster or adoptive parent that confirms the placement;
- A document from the foster care or adoption agency involved in the placement that confirms the placement;
- A document for the child issued by the United States Citizenship and Immigration Services; or another document approved by the department for this purpose.



Verification for a Serious Health Condition

An employee looking to take Paid Leave for their own serious health condition or to care for a family member with a serious health condition must submit verification of the serious health condition from a health care provider that includes:

- Health care provider's first and last name, type of medical practice/specialization, and their contact information including mailing address and telephone number
- The patient's first and last name, and the employee's first and last name if different from the patient identified
- A brief description of the diagnosis
- The approximate date on which the serious health condition commenced, a reasonable estimation of the duration of the condition or recovery period for the patient, and other information as requested by the department to determine eligibility for benefits, including requesting information sufficient to establish that the claimant's family member has a serious health condition



Verification for Safe Leave

An employee applying for Paid Leave for Safe Leave must provide verification for the basis of the safe leave, including any of the following forms of documentation:

- A copy of the police report indicating that the employee or the employee's minor child was a victim of domestic violence, harassment, sexual assault, or stalking
- A copy of a protective order or other evidence form a court, administrative agency, or attorney that the claimant appeared in or was preparing for a civil, criminal, or administrative proceeding related to domestic violence, harassment, sexual assault, or stalking, or documentation from an attorney, law enforcement officer, health care provider, licensed mental health professional or counselor, member of the clergy, or victim services provider that the claimant or the claimant's child was undergoing treatment or counseling, obtaining services, or relocating as a result of domestic violence, harassment, sexual assault, or stalking
- In cases where an employee can demonstrate good cause for not providing one of the forms of documentation, they may instead provide a written statement attesting that they are taking eligible Safe Leave. Good cause for not providing the documentation is determined at the discretion of the department and including, but is not limited to, the employee having difficulty obtaining verification due to a lack of access to services or concerns for the safety of the employee or the employee's child.

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