



# Employee Notice

Paid Leave Oregon's program for Family and Medical Leave benefits are available for Oregon workers by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, bias crimes, or stalking.

## What you need to know:

### Who administers Paid Leave Oregon benefits for your employer?

Effective 4/1/2025, Metropolitan Life Insurance Company, commonly known as MetLife using a Paid Leave Oregon approved policy.

### What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, MetLife, your employer's equivalent plan administrator, pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

### Who pays for Paid Leave Oregon?

Employees and employers contribute to Paid Leave Oregon plan premiums. Funding contributions are calculated as a percentage of wages and your employer may deduct your portion of the contribution rate from your paycheck.

Employee Premium Portion: 60%

### When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If the leave is unexpected, provide verbal notice within 24 hours and written notice in 3 days. If you do not give notice, MetLife may reduce your first weekly benefit by 25%.

### When should I apply for Paid Leave?

Starting 4/1/2025, you can apply for leave with MetLife either 30 days prior to the first day of leave or 30 days after your first day of leave.

### How do I apply for Paid Leave?

Effective 4/1/2025, you may file for benefits directly with Metropolitan Life Insurance company at:

Mail: MetLife Disability,  
PO Box 14590,  
Lexington KY 40512-4590  
Phone: 1-833-622-0135  
Fax: 1-800-230-9531

If your application is denied, you can appeal the decision with MetLife and the Oregon Employment Department.

### What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

### How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer or MetLife is confidential and can only be released with your permission, unless the release is required by law.

### What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email: Web: [www.oregon.gov/boli](http://www.oregon.gov/boli) Call: 971-245-3844 Email: [help@boli.oregon.gov](mailto:help@boli.oregon.gov)