

MODEL PARENTAL LEAVE POLICY FOR OREGON EMPLOYERS WITH FEWER THAN 25 EMPLOYEES¹

STATEMENT OF POLICY

FIRM supports the mission of Oregon Women Lawyers to transform the practice of law and ensure justice and equality by advancing women and minorities in the legal profession. FIRM recognizes the importance of paid parental leave to employee retention and morale, to early childhood bonding, and to closing the gender wage gap and the great impact that this time has on a child's social, emotional, and cognitive development. For those reasons, FIRM offers a parental leave policy for eligible employees.

PROVISIONS

- 1. Eligibility.** Employees are eligible for parental leave under this policy if they are classified as regular full-time or regular part-time employees and have been continuously employed with FIRM for at least 6 consecutive months prior to the first day of taking parental leave. Employees are eligible for parental leave following every birth and every placement of a child under 18 years of age in the employee's home for adoption or foster care, without regard to parent's gender.
- 2. Leave Period.** All eligible employees will receive 6 weeks of paid parental leave. This paid parental leave is 100% paid time off and is available in addition to any other paid leave that the employee may be eligible for under the FIRM's policies. Employees may elect to extend their parental leave, without pay, up to a combined total of 12 weeks. Additional unpaid leave may be granted at FIRM's discretion. [IF APPLICABLE (if firm provides disability coverage): All eligible employees may also be eligible for short-term or long-term disability benefits.]
- 3. Completion of Leave.** All employees may take parental leave intermittently but must complete their parental leave within 12 months of the birth or placement of an adopted or foster child. Unused paid leave will not be paid out upon termination.
- 4. Insurance.** FIRM will continue to pay the employee's medical and other insurance premiums during their parental leave on the same terms as if the employee was working.
- 5. Compensation.** Eligible employees on approved parental leave will receive pay for their first 6 weeks of leave. Pay for full-time employees is based on the employee's annual salary at the time the leave begins. Pay for part-time employees is prorated determined by hours worked.
- 6. Additional Eligibility.** Employees may be eligible for additional pregnancy disability leave and/or parental leave under FMLA and/or OFLA. If pay is not provided under this policy, and the employee's paid sick or paid time off are exhausted, the leave will be unpaid. However, eligible employees should examine whether pay may be available under FIRM's Short-Term Disability policy.
- 7. Notice Requested.** When employee's need to take parental leave is reasonably foreseeable, FIRM requests that employee notify FIRM of intention to take parental leave within 30 days of the beginning of the expected leave period(s), or as soon as practicable. Parental leave may be denied if the employee fails to provide notice in accordance with this policy.

¹ To determine coverage under OFLA or FMLA, employers should count all employees on the payroll, including full time and part-time employees, employees on paid or unpaid leave, and contracted or temporary employees. Firm partners do not count as employees, even if they receive some compensation through a payroll system.