



Oregon Leave of Absence (LOA) Programs



WELL PEOPLE

WELL PETS

WELL PRACTICE



FMLASource – New LOA Vendor as of 2/1/2025

STATE OF OREGON

FMLASource is partnering with WellHaven to process LOA's

Contact FMLASource to begin your Leave of Absence with WellHaven:

- Phone: 1-877-GO2FMLA (1-877-462-3652)
- Email : FMLACenter@fmlasource.com
- Website: www.fmlasource.com

Types of Leave & Associated Programs

STATE OF OREGON

Pregnancy Leave

Leave Programs Employees MAY be Eligible For

WH Paid Maternity/
Paternity/Adoption/
Foster Leave (MPAFL)

Family Medical Leave Act
(FMLA)

Paid Leave Oregon
(PLO)

Oregon Family Leave Act
(OFLA)

WellHaven Unpaid Leave

Leave programs may run concurrently



Paternity/ Adoption/Foster Leave

Leave Programs Employees MAY be Eligible For

WH Paid Maternity/
Paternity/Adoption/
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WellHaven Unpaid Leave

Leave programs may run concurrently



Employee Medical Leave

Leave Programs Employees MAY be Eligible For

Family Medical Leave Act
(FMLA)

Paid Leave Oregon
(PLO)

Oregon Family Leave Act
(OFLA)

WellHaven Unpaid Leave

Leave programs may run concurrently



Family Member Care Leave

Leave Programs Employees MAY be Eligible For

Family Medical Leave Act
(FMLA)

Paid Leave Oregon
(PLO)

Oregon Family Leave Act
(OFLA)

WellHaven Unpaid Leave

Leave programs may run concurrently



Other

Other Types of Leave (Federal and/or State and/or Local)

- Military, Reserves or National Guard Leave
- Veterans Day Leave
- Firefighters Leave
- Domestic Violence/Victim Protection Leave
- Crime Victim Leave
- Jury Duty Leave
- State Legislative Service Leave
- Bone Marrow Donation Leave
- Search & Rescue Volunteer Leave
- Bereavement Leave
 - Up to 3 days paid Leave
 - FT employees
 - OFLA – 2 weeks unpaid (inclusive of WH paid Bereavement Leave)

Related Programs

STATE OF OREGON

Related program in the state of Oregon

Oregon Paid Sick Leave (OPSL)

Paid Sick Leave accruals are included with WellHaven's PTO program - accruals do not change.

This state program allows for PTO to be used for specified reasons which may require an employee to be off work without going through the normal PTO request/approval process, which may include limited to zero notice.

Employees to designate "PTO-SICK" when using PTO for qualifying reasons.



Programs Eligibility Overview

STATE OF OREGON

WH Paid Maternity/ Paternity/Adoption/ Foster Leave (MPAFL)

Employee Eligibility

Eligible as of date of hire

Eligible Reasons

- Maternity – giving birth
- Paternity
- Adoption
- Foster child placement

Benefit/Allotment

PAID MPAFL entitles eligible employees to receive 2 weeks of paid Leave



Family Medical Leave Act (FMLA)

Employee Eligibility

Worked for WellHaven for at least 12 months

Worked at least 1,250 hours in the last 12 months preceding Leave

(All hospitals are covered by FMLA)

Eligible Reasons

Qualifying employee family and medical reasons as outlined in FMLA regulations

Paid Leave Oregon (PLO)

Employee Eligibility

Have earned \$1,000 over the previous year for work performed in OR.

Benefit/Allotment

12 weeks of Paid Family Medical Leave per year

Oregon Family Leave Act (OFLA)

Employee Eligibility

Worked for WellHaven for at least 180 days

- Prior acquisition seniority applies

Worked an average of 25 hours per week during the 180 days preceding Leave

Work for a hospital located in Oregon

Eligible Reasons

Qualifying employee family and medical reasons as outlined in OFLA regulations



WellHaven Unpaid Leave

Employee Eligibility

All employees

Eligible Reasons

- If employee not eligible for FMLA/State FLA



Family Medical Leave (FMLA)

FMLA Program Details – Page 1 of 3

<p>Employee Eligibility</p>	<p>To be eligible under the FMLA an employee must:</p> <ul style="list-style-type: none"> • Have worked for WellHaven for at least twelve (12) months. <ul style="list-style-type: none"> ○ Non-consecutive ○ Prior acquisition seniority applies • Have worked at least 1,250 hours in the twelve (12) months preceding the Leave. <ul style="list-style-type: none"> ○ “Worked” does not include PTO, Holiday, etc. <p>All hospitals are covered by FMLA, regardless of size or location.</p>
<p>Eligible Reasons</p>	<ul style="list-style-type: none"> • For the birth of a son or daughter, and to bond with the newborn child. • To bond with a newborn, adopted child or foster care placed child. <ul style="list-style-type: none"> ○ Bonding time can be taken up to a year after the birth of a child • To take medical leave when the employee is unable to work because of a serious health condition. • To care for an immediate family member (spouse, domestic partner, child, or parent – but not a parent “in-law”) with a serious health condition. • For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or called to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces. <ul style="list-style-type: none"> ○ Increases FMLA to 26 weeks
<p>Leave Allotment/ Increments</p>	<ul style="list-style-type: none"> • Up to a maximum of twelve (12) weeks of job-protected, unpaid Leave in a specified 12-month period. <ul style="list-style-type: none"> ○ Specified period: a “rolling” 12-month period measured backward from the date any FMLA Leave usage.
<p>Allotment/ Increments: Pregnancy</p>	<ul style="list-style-type: none"> • FMLA will run from the first absence, due to pregnancy, through the end of the mother’s pregnancy disability, and continue during time bonding with the newborn baby (“Bonding Time Leave”). • Absences Due to Pregnancy - Any absence that pertains to an employee’s pregnancy (doctor’s appointments, morning sickness, etc.) will be tracked as FMLA. It is important for the employee to accurately track pregnancy-related absences such as when reporting a tardy (arriving late), leaving early, or other type of absence.
<p>Leave Allotment/ Increments: Surgery/Other</p>	<ul style="list-style-type: none"> • While FMLA will run throughout the surgery disability period (surgery recovery), FMLA is normally triggered prior to the surgery date – doctor’s appointments, diagnostic and testing appointments. • FMLA will continue to run (if time available) after the surgery disability ends – post operative doctor appointments and physical therapy appointments.
<p>Paid/Unpaid</p>	<p>Unpaid</p>

Family Medical Leave (FMLA)

FMLA Program Details – Page 2 of 3

<p>Paid Time Off</p>	<ul style="list-style-type: none"> • Employees may choose to use PTO and Floating Holidays in conjunction with FMLA. • Employees will not accrue PTO while on a continuous FMLA Leave. • Employees will not accrue Floating Holidays or be paid for Company recognized holidays while on a continuous FMLA Leave. • Employees out on intermittent FMLA will continue to accrue PTO and be eligible for Holiday Pay.
<p>Concurrent Leaves</p>	<p>FMLA may run concurrently with State Leaves (see specific State Leave for details).</p> <ul style="list-style-type: none"> • Note: some State Leaves cover family members not covered under FMLA.
<p>Notice and Medical Certification</p>	<p>Notice</p> <ul style="list-style-type: none"> • When foreseeable, employees are to provide at least thirty (30) days’ notice. • When unforeseeable, employees are to give as much notice as possible. <p>Certification:</p> <ul style="list-style-type: none"> • Employees will need to submit proper documentation which may include a Certification of Healthcare Provider Form as part of their Leave Application process.
<p>WellHaven FMLA Designation</p>	<p>WellHaven may designate FMLA, as appropriate, when the Company becomes aware that an employee’s absence would normally trigger FMLA such as a Workers’ Compensation injury or illness.</p>
<p>Continuation of Company Sponsored Benefits Plan</p>	<p>While on FMLA, WellHaven will continue to pay the regular employer-sponsored portion of the employee’s health benefits, as applicable, during the time the employee is on FMLA. Employees are required to continue to make normal healthcare payroll contributions.</p> <p>Failure to pay the employee’s share of the health insurance premiums may result in a loss of coverage. Employees who do not return to work at the end of the FMLA Leave may be required to reimburse WellHaven for the employer share of health insurance premiums paid on behalf of the employee during FMLA. This may be waived if an employee does not return to work due to a serious health condition, which prevents the employee from performing their job, or circumstances beyond their control.</p> <p>Coverage will continue through the end of the month in which FMLA ends.</p> <ul style="list-style-type: none"> • An employee who continues Leave through a specific State Leave (such as in the case of Bonding Time Leave), they will be eligible to continue benefit coverage under COBRA. • An employee will be eligible to re-enroll in the Company-sponsored group benefits plan on the first of the month following employee’s return to work from approved FMLA.

Family Medical Leave (FMLA)

FMLA Program Details – Page 3 of 3

Return to Work – Job Restoration

Upon timely return from FMLA, an employee will return to the same or equivalent position he/she had prior to taking FMLA.

- If an employee was on FMLA due to their own serious health condition, prior to returning, the employee will need to submit a Return-to-Work Authorization Form at the end of their Leave.

Returning to Work - Disability Accommodation

WellHaven will make reasonable accommodations for qualified employees, as required by applicable law. This includes reasonable accommodations for pregnancy and health conditions (including lactation) related to pregnancy or childbirth. Employees requesting a reasonable accommodation should speak with their Hospital Practice Manager or Principal Doctor or WellHaven’s Human Resources Department. No employee will be forced to accept an accommodation that is not necessary, including taking leave if the employee is able to work.

Requests for reasonable accommodations will be evaluated on a case-by-case basis and will require medical certification. WellHaven will determine if an accommodation is reasonable and does not create an undue hardship.

Paternity Related Leave Specifications

Eligible Reasons

FMLA can be used:

- To care for employee’s spouse who is pregnant (and experiencing complications requiring care) prior to birth.
- To care for spouse after birth during the pregnancy disability recovery period.
- After birth to bond with the newborn baby (“Bonding Time Leave”).

Spouses Both Working for WellHaven

When Leave Is and Is Not Combined

Eligible spouses who work for the same employer are limited to a combined total of 12 work weeks of Leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child.
 - The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child.
 - The care of a parent with a serious health condition.
- Eligible spouses who work for the same employer are each entitled to up to 12 workweeks of FMLA Leave in a 12-month period, without regard to the amount of Leave their spouses use, for the following FMLA-qualifying Leave reasons:
- If one of the spouses is not eligible for FMLA Leave, these limitations on the combined amount of Leave do not apply. The spouse that is eligible for FMLA Leave is entitled to the full amount of Leave.
 - The care of a spouse or son or daughter with a serious health condition.
 - A serious health condition that makes the employee unable to perform the essential functions of his or her job.
 - Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on “covered active duty.”

WellHaven Paid Maternity/Paternity/Adoption/Foster Leave (MPAFL)

MPAFL Program Details

Employee Eligibility	<p>To be eligible under the PAID MPAFL an employee must have:</p> <ul style="list-style-type: none">• Employees classified as Full Time or Part Time• Eligible as of date of hire
Eligible Reasons	<p>Reason for Leave – Reasons for PAID MPAFL include:</p> <ul style="list-style-type: none">• Maternity – giving birth• Paternity• Adoption• Foster child placement
Leave Allotment	<p>Leave Allotment – PAID MPAFL entitles eligible employees up to a maximum of two (2) weeks of PAID Leave.</p>
PAID MPAFL Timing and Rate	<p>PAID MPAFL entitles eligible employees to receive 2 weeks of paid Leave calculated by:</p> <ul style="list-style-type: none">• Full-Time Classified Employees receive 80.00 hours paid at regular base rate.• Part-Time Classified Employees receive an average (based on working hours) of 2 weeks paid at regular base rate. <p>Note for Doctors – we use base rate + production average over 6-month lookback.</p>
Notice and Medical Certification	<p>Notice and Medical Certification will coincide with the FMLA process.</p>
WellHaven PAID MPAFL Designation	<ul style="list-style-type: none">• WellHaven may designate PAID MPAFL, as appropriate.• Paid MPAFL does run concurrent with FMLA.

WellHaven Unpaid Leave (WHUPL)

WHUPL Program Details

<p>Employee Eligibility</p>	<p>To be eligible under WellHaven Unpaid Leave (WHUPL) an employee must have:</p> <ul style="list-style-type: none"> • Worked (90) days at WellHaven. • Prior Acquisition Seniority applies. • All full-time and part-time employees are eligible
<p>Eligible Reasons</p>	<p>Reasons for Unpaid WHUPL</p> <ul style="list-style-type: none"> • Employee is not eligible for, or has exhausted, other types of Leave (such as FMLA) • Birth/paternity/adoption/foster child placement • Serious health condition for employee or family member • Personal Reasons – reviewed on case-by-case basis
<p>Leave Allotment</p>	<p>Subject to approval,</p> <ul style="list-style-type: none"> • Up to a maximum of four (4) weeks of job-protected, unpaid Leave in a specified 12-month period. <ul style="list-style-type: none"> ○ Specified period: a “rolling” 12-month period measured backward from the date of WHUPL usage. <p>WHUPL may be used,</p> <ul style="list-style-type: none"> • Minimum of seven (7) day period for each event • Maximum of two (2) separate events per rolling 12-month period
<p>Unpaid vs Paid WHUPL</p>	<ul style="list-style-type: none"> • Unpaid
<p>Notice and Medical Certification</p>	<p>WHUPL – Medical Reasons:</p> <ul style="list-style-type: none"> • Notice and Medical Certification will coincide with the FMLA process. (see above). <p>WHUPL – Non Medical Reasons:</p> <ul style="list-style-type: none"> • Appropriate documentation will be required • Appropriate documentation will be determined based on the reason for Leave

Oregon Family Leave Act (OFLA)

OFLA Program Details – Page 1 of 3

Employee Eligibility

To be eligible under the OFLA an employee must:

- Have worked for WellHaven for at least 180 days.
 - Prior acquisition seniority applies
- Have worked an average of at least 25 hours per week during the 180 days preceding the start of the Leave.
- Work for a WellHaven Hospital located in the State of Oregon.

Eligible Reasons

Reasons for OFLA include:

- Care for an infant or newly adopted child under 18 years old, or for a newly placed foster child under 18 (or a child older than 18 if the child has a mental or physical disability).
 - Leave must be taken within twelve (12) months after the birth or placement of a child.
- Care for a family member with a serious health condition (see below for definition of Family Member) *
- Recover from or seek treatment for a serious health condition of the employee that renders the employee unable to perform at least one essential function of the employee's position (includes absences from duty or incapacitation for reasons associated with pregnancy or childbirth.).
- Care for the employee's child who has an illness, injury or condition that is not a serious health condition but does require home care.
- Grieve the death of a family member, attend the funeral or alternative to a funeral, or make arrangements necessitated by the death. Up to two (2) weeks of Leave may be taken within sixty (60) days of the employee being notified of a family member's death.
- Seek medical treatment to recover from injuries related to a bias crime against the eligible employee or employee's minor child or dependent.

* Family Member includes spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner.

For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition Leave is taken.

Leave Allotment

- OFLA entitles eligible employees up to a maximum of twelve (12) weeks of job-protected unpaid Leave for family and medical reasons in a specified twelve (12) month period.
- Additionally, if an employee takes OFLA for pregnancy disability, the employee is entitled to an additional twelve (12) weeks to bond with her newborn baby.

OFLA specified period – a “rolling” 12-month period measured backward from the date of any OFLA Leave usage.

Oregon Family Leave Act (OFLA)

OFLA Program Details – Page 2 of 3

Paid/Unpaid	Unpaid
Paid Time Off	<ul style="list-style-type: none"> • Employees may choose to use PTO and Floating Holidays in conjunction with OFLA Leave. • Employees will not accrue PTO while on a continuous OFLA Leave. • Employees will not accrue Floating Holidays or be paid for Company recognized holidays while on a continuous OFLA Leave. • Employees out on intermittent OFLA will continue to accrue PTO and be eligible for Holiday Pay.
Concurrent Leaves	OFLA may run concurrently with FMLA.
Notice and Medical Certification	<ul style="list-style-type: none"> • When foreseeable, employees are to provide thirty (30) days' notice. • If unforeseeable, employees are to provide notice within twenty-four (24) hours of starting OFLA Leave (can be verbal notice). • Employees will need to submit a completed Certification of Healthcare Provider Form as part of their Leave Application process.
WellHaven OFLA Designation	WellHaven may designate OFLA, as appropriate, when the Company becomes aware that an employee's absence would normally trigger OFLA.
Continuation of Company Sponsored Benefits Plan	<p>Benefits only continue if/when FMLA is running concurrently with OFLA.</p> <ul style="list-style-type: none"> • Refer to the section in the FMLA documentation for details. <p>Coverage will continue through the end of the month in which OFLA begins (and FMLA is not running concurrently).</p> <ul style="list-style-type: none"> • An employee will be eligible to continue benefit coverage under COBRA. • An employee will be eligible to re-enroll in the Company-sponsored group benefits plan on the first of the month following the employee's return to work from an approved OFLA.
Return to Work – Job Restoration	<p>Upon timely return from OFLA, an employee will return to the same or equivalent position he/she had prior to taking OFLA.</p> <ul style="list-style-type: none"> • If an employee was on OFLA due to their own serious health condition, prior to returning, the employee will need to submit a Return-to-Work Authorization Form at the end of their Leave.

Oregon Family Leave Act (OFLA)

OFLA Program Details – Page 3 of 3

Disability Related Leave Specifications (including Pregnancy Disability)

Returning to Work - Disability Accommodation

WellHaven will make reasonable accommodations for qualified employees, as required by applicable law. This includes reasonable accommodations for pregnancy and health conditions related to pregnancy or childbirth. Employees requesting a reasonable accommodation should speak with their Hospital Practice Manager or Principal Doctor or WellHaven's Human Resources Department.

Requests for reasonable accommodations will be evaluated on a case-by-case basis and will require medical certification. WellHaven will determine if an accommodation is reasonable and does not create an undue hardship.

Pregnancy Related Leave Specifications

Leave Allotment

OFLA will run from the first absence, due to pregnancy, through the end of the mother's pregnancy disability, and continue during time bonding with the newborn baby ("Bonding Time Leave").

- An additional twelve (12) weeks are allotted for Bonding Time Leave.

Absences Due to Pregnancy - Any absence that pertains to an employee's pregnancy (doctor's appointments, morning sickness, etc.) will be excused under OFLA. It is important for the employee to accurately track pregnancy-related absences such as when reporting a tardy (arriving late), leaving early, or other type of absence.

Paternity Related Leave Specifications

Eligible Reasons

OFLA can be used for:

- To care for employee's spouse or domestic partner who is pregnant (and experiencing complications requiring care) prior to birth.
- To care for spouse or domestic partner after birth during the pregnancy disability recovery period and after birth to bond with the newborn baby ("Bonding Time Leave").

Oregon Paid Sick Leave

Oregon Paid Sick Leave Program Details

Employee Eligibility	<p>To be eligible for Oregon Paid Sick Leave</p> <ul style="list-style-type: none">• 90 days of employment• Part-time employees are eligible• Note: Full-time employee paid sick leave is part of the PTO program.• When using PTO for paid sick leave select PTO-Sick
Eligible Reasons	<p>Reason for Leave – Reasons for Oregon Paid Sick Leave</p> <ul style="list-style-type: none">• To care for yourself or family member with mental or physical illness/injury, need for medical diagnosis, care or treatment• Preventive medical care• Birth/paternity/adoption/foster child placement• Serious health condition for yourself or family member
Leave Allotment	<ul style="list-style-type: none">• Sick Leave Allotment – 1 hour of sick leave for every 30 hours worked
Unpaid vs Paid	<ul style="list-style-type: none">• Paid
Notice and Medical Certification	<ul style="list-style-type: none">• Medical documentation may be required for extended absences over 3 scheduled work days.

Paid Leave Oregon (PLO)

Program Details – Page 1 of 2

<p>Employee Eligibility</p>	<p>To be eligible under the PLO an employee must:</p> <ul style="list-style-type: none"> • Have earned \$1,000 over the previous year for work performed in Oregon. <ul style="list-style-type: none"> ○ Prior acquisition seniority applies.
<p>Eligible Reasons</p>	<p>Qualifying events:</p> <p>Family Leave:</p> <ul style="list-style-type: none"> • Bonding with a new child coming into your family through birth, adoption or foster placement. • Caring for a family member with a serious health condition or injury. • Certain events for military families. <p>Medical Leave (for yourself):</p> <ul style="list-style-type: none"> • Recovery or treatment for your own serious health condition or injury, including recovery from childbirth. <p>Safe Leave (for yourself or family):</p> <ul style="list-style-type: none"> • Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse. <p>Family Member – includes spouse, domestic partner, children (including step and foster), grandchildren, siblings, parents (including in-law and loco parentis), and grandparents.</p>
<p>Leave Allotment/ Minimum Increments</p>	<p>During a claim year, PLO, entitles eligible employees <u>up to a maximum</u> of:</p> <ul style="list-style-type: none"> • Up to 12 weeks per year • Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 2 more weeks of paid leave for 14 weeks total.
<p>Paid/Unpaid</p>	<p>Paid – The benefit maximum amount will be paid at 120% of the Oregon average weekly wage. The employee is paid by the Paid Leave Oregon Program and not WellHaven.</p>

Paid Leave Oregon (PLO)

Program Details – Page 2 of 2

Waiting Period	<ul style="list-style-type: none"> No waiting period currently listed
Paid Time Off	<ul style="list-style-type: none"> Employees may choose to use PTO and Floating Holidays in conjunction with PLO. Employees will not accrue PTO while on a continuous PLO Leave. Employees will not accrue Floating Holidays or be paid for Company recognized holidays while on a continuous PLO Leave. Employees out on intermittent PLO will continue to accrue PTO and be eligible for Holiday Pay
Concurrent Leaves	<p>PLO will run concurrently with FMLA.</p>
Notice and Medical Certification	<p>As required per the State of Oregon.</p>
Continuation of Company Sponsored Benefits Plan	<p>Benefits only continue if/when FMLA is running concurrently with PLO.</p> <ul style="list-style-type: none"> Refer to the section in the FMLA documentation for details <p>Coverage will continue through the end of the month in which PLO begins (and FMLA is not running concurrently).</p> <ul style="list-style-type: none"> An employee will be eligible to continue benefit coverage under COBRA. An employee will be eligible to re-enroll in the Company-sponsored group benefits plan on the first of the month following employee’s return to work at the end of the PLO Leave (not to exceed 12 weeks).
Return to Work – Job Restoration	<p>Upon timely return from PLO, an employee will return to the same or equivalent position he/she had prior to taking PLO if:</p> <ul style="list-style-type: none"> The employee was employed for at least 90 consecutive calendar days. <p>If an employee was on PLO due to their own serious health condition, prior to returning, the employee will need to submit a Return-to- Work Authorization Form at the end of their Leave.</p>

Disability Related Leave Specifications (including Pregnancy Disability)

Returning to Work - Disability Accommodation	<p>WellHaven will make reasonable accommodations for qualified employees, as required by applicable law. This includes reasonable accommodations for pregnancy and health conditions related to pregnancy or childbirth. Employees requesting a reasonable accommodation should speak with their Hospital Practice Manager or Principal Doctor or WellHaven’s Human Resources Department.</p> <p>Requests for reasonable accommodations will be evaluated on a case-by-case basis and will require medical certification. WellHaven will determine if an accommodation is reasonable and does not create an undue hardship.</p>
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WellHaven Bereavement Leave

Program Details

<h3>Employee Eligibility</h3>	<p>To be eligible under Bereavement Leave an employee must have:</p> <ul style="list-style-type: none"> • Fulltime employees that have worked for WellHaven for at least six (6) months. <ul style="list-style-type: none"> ○ prior acquisition seniority applies 		
<h3>Eligible Reasons</h3>	<p>Taken for at time of death for:</p> <ul style="list-style-type: none"> • Making funeral arrangements • Attending the funeral and burial • Paying respects to the family at a wake or memorial 	<p>Immediate family members</p> <ul style="list-style-type: none"> • Spouse or domestic partner <p>First line relatives</p> <ul style="list-style-type: none"> • Parents and Spouse/Domestic Partner Parents, <ul style="list-style-type: none"> ○ Step Parents, Adopted Parents, Legal Guardians (“locum parentheses”) who raised employee as a child, • Siblings and Spouse/Domestic Partner Siblings <ul style="list-style-type: none"> ○ Step Siblings, Adopted Siblings, Half Siblings 	<ul style="list-style-type: none"> • Children and Spouse/Domestic Partner Children <ul style="list-style-type: none"> ○ Step Children, Adopted Children, Half Children • Grandparents and Spouse/Domestic Partner Grandparents <ul style="list-style-type: none"> ○ Step Grandparents, Adopted Grandparents • Grandchild and Spouse/Domestic Partner Grandchild <ul style="list-style-type: none"> ○ Step Grandchild, Adopted Grandchild
<h3>Leave Allotment</h3>	<p>Paid Benefit</p> <ul style="list-style-type: none"> • Three (3) days = 24 hours • Paid eight (8) hours per day at the employee’s current base rate <p>Unpaid Benefit</p> <ul style="list-style-type: none"> • Additional two (2) days 		
<h3>Additional Time Off</h3>	<p>Additional time off may be arranged with hospital leadership.</p> <ul style="list-style-type: none"> • PTO • FMLA if appropriate <p>If employee works in the state of Oregon, additional unpaid time may apply through the Oregon Family Leave Act.</p> <ul style="list-style-type: none"> • Separate application 		
<h3>Notice and Medical Certification</h3>	<p>Required Documentation</p> <ul style="list-style-type: none"> • Death certificate • Funeral service announcement • Celebration of Life internet link • Obituary • Other similar documentation may be accepted 		

Benefits Overview

Continuation of Benefits

While on FMLA (or FMLA-qualifying WellHaven Leave):

- Employee is responsible to continue paying employee portion of benefits contributions during Leave
- WellHaven continues to pay the employer portion of benefits contributions during Leave



HSA Contributions

While on FMLA (or FMLA-qualifying WellHaven Leave), the employee has the following options for HSA contributions:

- Prepay
- Catch up
- Stop participation



Adding a Newborn, Adopted or Foster Child to Benefits

Having a baby, adopting a child or foster child placement is considered a Qualified Life Event (QLE) which allows the employee to make a mid-year change to his/her healthcare benefit elections.

