

# Applying for Leave?

## Before you apply:

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Gather the following information to apply for protected leave and paid leave benefits with the Standard and FMLASource:

Name and social security number.

Preferred email address.

Last anticipated day at work.

Length of leave and your expected return date.

Reason for leave and type of leave.

*Reasons for leave: medical, family medical, pregnancy disability, parental bonding, safe leave.*

*Types of leave: intermittent, reduced work schedule, or continuous leave.*

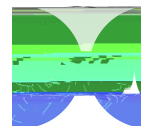
Your provider's name, name of the facility they work at, their phone number, and their fax number.

*If FMLASource has permission from you to do so, they can outreach to your provider on your behalf.*

The Group Policy Number and Employer Name: 762236, School District No. 1 (Portland Public Schools)

*You will need this to apply for paid leave benefits with The Standard.*

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## How do I apply for leave?

We want to help make this a smooth transition as you plan your time off. Follow these quick steps below to make your leave of absence an easy process.

Notify your supervisor of your leave request.

*For intermittent leaves, you are required to follow call out procedures and notify your site when you utilize your intermittent leave.*

Open your leave request through FMLASource at least 30 days in advance of your leave whenever possible.

Email: [fmlacenter@fmlasource.com](mailto:fmlacenter@fmlasource.com)

Phone: 833-515-0763

Call Center Hours: Monday - Friday 5:30 am-7:30 pm PST

Website: [www.fmlasource.com](http://www.fmlasource.com)

To open a claim for paid leave benefits, contact The Standard by calling 866-756-8116. It is best to complete this application at least 30 days before your leave whenever possible. FAQ for the Standard can be found [here](#).

*The Standard will mail you all communications and paperwork unless you explicitly request to receive them by email.*

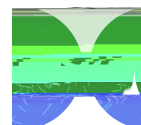
Complete the "Top Off" form to use your eligible leave balances to top off your Paid Leave Oregon benefit. Find the form [here](#). Forms received after the 15th of the month may not be processed until the following payroll period.

Complete and provide necessary documentation for your leave to FMLASource and/or The Standard.

Notify FMLASource and The Standard of your absences/changes to your leave.

*For The Standard, you must report your absences for all leave types in order to be paid. Absences can be reported in advance.*

Keep an eye out for your decision packet and any notifications about your absence



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- Looking for more information about Paid Leave Oregon? [Check out the resources on our Paid Leave Oregon website.](#)
- Don't know if you are eligible for paid leave benefits? [Take a short quiz to find out.](#)
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