

## City of Eugene Family & Medical Leave Payroll Earnings Types

Leave requested under the **Family and Medical Leave Act (FMLA)**, **Oregon Family Leave Act (OFLA)**, **Domestic Partner Medical Leave (DPML)** for AFSCME-Represented must be approved by the COE Benefits Leave Team in the Employee Resource Center prior to coding FMLA/OFLA/DPML codes on timesheets. If leave is approved, The COE Benefits Leave Team will send an FMLA/OFLA/DPML notice by email to the employee and copy the supervisor and department timekeeper.

When requesting an absence, use one of the FMLA, OFLA, or DPML codes from the tables below instead of a regular leave code on the employee's timesheet when coding time off for an approved family leave situation. Use a code corresponding to the type of family leave (FMLA, OFLA, or DPML) that has been approved. All codes except for Comp Time and Holiday Banked will be requested through Absence Management and Comp Time and Holiday Banked will be coded on the employee's timesheet.

Leaves that qualify as both FMLA and OFLA run concurrently. Where the law allows, all approved leaves, whether paid or unpaid, are counted against an employee's annual FMLA and OFLA leave entitlement under this policy and the law.

OFLA's definition of "family leave" excludes leave taken by an employee who is unable to work because of a "disabling compensable injury", therefore, a leave of absence which qualifies as an accepted disabling workers' compensation claim shall not run concurrently with OFLA leave.

<b>Family and Medical Leave Act (FMLA/OFLA) Code Descriptions</b>
FMLA/OFLA – Sick Taken (FOSC)
FMLA/OFLA – Vacation Taken (FOVC)
FMLA/OFLA – PTO Taken Fire – (FOPTF)
FMLA/OFLA – PTO Taken (FOPT)
FMLA/OFLA – Shift Holiday Taken (FOSH)
FMLA/OFLA – Comp Time Taken (FOCT)
FMLA/OFLA – Be Well Day (FOBW)
FMLA/OFLA – Shift Holiday Reserve (FOHR)
FMLA/OFLA – Holiday Banked Taken (FOHB)
FMLA /OFLA – Unpaid Taken (FOUN)

<b>Family and Medical Leave Act (FMLA) Code Descriptions</b>
FMLA – Sick Taken (FSC)
FMLA – Vacation Taken (FVC)
FMLA – PTO Taken (FPT)
FMLA – Shift Holiday Taken (FSH)
FMLA – Comp Time Taken (FCT)
FMLA – Holiday Banked Taken (FHB)
FMLA – PTO Taken Fire (FPTF)
FMLA – Be Well Day (FBW)
FMLA – On-the-Job-Injury Workers Comp (FOJ)
FMLA – Unpaid Taken (FUN)

## City of Eugene Family & Medical Leave Payroll Earnings Types

<b>Family and Medical Leave (OFLA) Code Descriptions</b>
OFLA – Sick Taken (OSC)
OFLA – Vacation Taken (OVC)
OFLA – PTO Taken (OPT)
OFLA – Shift Holiday Taken (OSH)
OFLA – Compassionate Leave (OCP)
OFLA – Be Well Day (OBW)
OFLA – PTO Taken Fire (OPTF)
OFLA – Comp Time Taken (OCT)
OFLA – Holiday Banked Taken (OHB)
OFLA – Unpaid Taken (OUN)

<b>AFSCME Domestic Partner Medical Leave (DPML) Code Descriptions</b>
DPML – Sick Taken (DSC)
DPML – Vacation Taken (DVC)
DPML – PTO Taken (DPT)
DPML – Shift Holiday Reserve (DHR)
DPML – Comp Time Taken (DCT)
DPML – Holiday Banked Taken (DHB)
DPML – Sick Reserve Taken (DSR)
DPML – Unpaid Taken (DUN)