



Employee Resource Center

940 Willamette St.

Ste. 200

Eugene, OR 97401

[Leaves staff](#)

P: 541-682-5061

F: 541-650-3032

[Tracy Bridge](#)

P: 541-682-5780

Public Safety Team

Supports EPEA, IAFF, IAFF-BC, and Non-Represented Public Safety Employees

[Shelli Kirkpatrick](#)

P: 541- 682-5769

Operations Support Team

Supports AFSCME, IATSE, and Non-Represented Ops Support Employees

# New and Expecting Parent Benefits & Leave Resource Guide

## Congratulations on your growing family!

Expecting a new baby is exciting and anxiety inducing at the same time. The City of Eugene is committed to supporting you and your growing family. Our goal is to provide information and resources that are helpful to you during this time.



Included in this guide is an overview of the benefits and resources that are available to you. There are a lot of moving parts and variables, but we are here to help you every step of the way! Please reach out to the Employee Resource Center (ERC) Leave staff with questions!

## Protected Leave Laws for Pregnancy Disability and Parental Leave:

Under both FMLA (Federal Family & Medical Leave Act) and OFLA (Oregon Family Leave Act) you are entitled to up to 12 weeks of leave during a 12 month period, measured using the rolling backward method, if you meet the eligibility and purpose requirements. Some reasons qualify under both leaves and some qualify only as one leave type. Leave qualifying under both FMLA and OFLA are designated at the same time and run concurrently and OFLA may entitle you to additional leave under the following circumstances:

- If you are a female employee and you take any amount of leave for your own pregnancy-related disability
- If you are a male or female employee and use a full 12 weeks of parental leave under OFLA, you may take up to 12 additional weeks of OFLA leave in the same leave year for Sick Child leave

**Family & Medical Leave Act (FMLA):** Under FMLA, parental leave is a qualifying reason and would provide up to a total of 12 workweeks of leave to care for your newborn, newly adopted, or newly placed foster child in your home. It has to be used within one year from the date of birth or placement for an adopted child, as well as time to effectuate the legal process required for the placement of a foster child or the adoption of a child.

**Oregon Family Leave Act (OFLA):** Under OFLA, parental leave is also a qualifying reason and provides additional leave, up to 12 workweek, for any time off that is directly related to a female employee's pregnancy. This includes prenatal doctor's appointments, time off for morning sickness, bedrest, or any other illnesses related to pregnancy, including time spent recovering from childbirth. Parental leave will begin once your recovery time ends under pregnancy disability.

If you are a male or female employee and use a full 12 weeks of Parental Leave under OFLA, you may take up to 12 additional weeks in the same leave year for Sick Child Leave. This is designed to give the employee time to care for their child suffering from an illness or injury that requires home care but is not a serious health condition and/or to care for a child if the child care provider or school is closed by a public health official due to a public health emergency.

---

**Leave is not a  
one size fits all,  
please call the  
Leaves staff  
with questions  
specific to your  
situation.**

---

#### Pay while on Leave

FMLA and OFLA are unpaid leaves. However, while on FMLA or OFLA leave, you must use all your paid leaves (except comp time) before using leave without pay. You may choose whether to use your comp time. All paid and unpaid leave used for FMLA and OFLA purposes counts against your FMLA and OFLA entitlement.



Please be aware, you cannot roll any remaining entitlement time from one bank into another. For example, if you do not use all 12 weeks of your pregnancy disability, you cannot roll the remaining hours into your parental leave bank. You also may need FMLA or OFLA leave for more than one qualifying condition or purpose at the same time or in the same leave year. Having more than one qualifying condition does not extend the amount of your entitlement. Once your time off is approved then your FMLA/OFLA leave banks will be reduced according to the amount of FMLA/OFLA leave you code each day—up to a maximum of 12 weeks in a 12 month look back period. Intermittent or a reduced schedule for parental leave is subject to supervisor approval and certain restrictions could apply for parental leave if both parents work for the City or if intermittent leave is requested.

### Break Time for Lactation

An employee needing to express milk for their child 18 months of age or younger will be provided a reasonable amount of break time to express milk as frequently as needed by the nursing parent.

Work units are required to provide a private location for an employee to use to express breast milk. The location must be a place, other than a restroom or toilet stall, close to the employee's work area, that is shielded from view and free from intrusion from co-workers and the public. Please refer to APM 6.8 for additional information.



**Prenatal Program:** If you are expecting, this free [Prenatal Program](#) offers you support, useful information, and resources during this very important time for you and your baby.

The goal of the Prenatal Program is to provide you and your family with information about pregnancy and childbirth to help you care for your baby, even before birth. This program provides access to the latest health information regarding pregnancy and childbirth and is unique in that it takes an active role to support, educate, nurture, and prepare participants for what to expect during pregnancy and in the weeks to follow.

**Health Education Reimbursement:** You can receive [reimbursement](#) for hospital-based health and wellness education classes in your area. The program will reimburse you for up to \$150 per member per plan year. This could include Prenatal classes, childbirth and parenting education, including babysitter first aid/CPR (member only), sibling class, and much more!

**Lactation Counseling and Support:** This benefit maps to the routine physical benefit under the City's health plans. The provider must be a licensed provider, and service can be performed either in the hospital or office setting.

Lactation services can be provided by an MD, DO, WHNP (Women's Health Nurse Practitioner), or a CNV (Certified Nurse Midwife).

A facility may also bill for lactation consultation. Most hospitals offer the service if the baby is born there and some OB-GYN offices will offer the services if the mother is a patient. Charges are billed with the mother as the patient.

#### Well Baby Care:

- City Health Plan: Routine checkups and immunizations, injections, and inoculations are covered during the first 24 months of life. Between 13 and 24 months of age, there is a maximum of 2 visits.
- City Managed Care and City Hybrid Plan: Well baby care, including any appropriate lab services, is covered as follows:

**IATSE- Represented employees:** services are covered according to the schedule for preventative care recommended by the Health Resources and Services Administration.

**All other employees:** one in-hospital exam at birth, six more exams during the first year of life, and two exams during the second year of life.



## Health Insurance Benefits

Once your child is born or placed, if you choose to add your new addition to your health coverage, you will need to enroll them within 60 days of their date of birth or placement. There is automatic coverage for the first 31 days, but that coverage will end after that unless they are enrolled. If you are currently at family coverage and are outside of the 60 day window, you can still enroll them, however, coverage will be effective the first of the month after enrollment is submitted, not from the date of birth or placement. All enrollment changes are completed in Employee Self Service (ESS) through the Benefit Details tile. If you do not have access to ESS, please contact the ERC for a paper form.

**Flexible Spending Accounts (FSA):** Flexible spending Accounts (FSA) allow you to use pre-tax dollars to pay for certain dependent care and health care expenses that you would normally pay for with after-tax dollars. This can mean a significant tax savings on qualified expenses.

**FSA Health Care Account:** Defer money pre-tax to pay for eligible medical, dental, and vision out-of-pocket expenses for you and your qualified dependents.

**FSA Dependent Care Account:** Defer money pre-tax for dependent care expenses which are necessary to allow you to work. For example, daycare, summer day camps, and/or elderly care.

You have 30 days from the qualifying event (birth, placement, or other qualifying event) date to enroll in this plan or you may enroll during the annual open enrollment period held in December. To continue participation, you must re-enroll each year. Please visit the [FSA web page](#) for additional info and resources.

To enroll, all FSA qualifying mid-year event changes will need to have a miscellaneous life event created under the Benefit Details tile in Employee Self Service. If you do not have access to PeopleSoft, please reach out the [Leaves staff](#) for assistance.

**Employee Assistance Program (EAP):** All insurance eligible employees, their immediate family members, and members of the employee's household are covered by the City's Employee Assistance Programs (EAP).

[Cascade Behavioral Health & EAP](#), [MTR Therapy](#), and [Public Safety EAP](#) (for sworn fire professionals) are the City's EAP providers, offering confidential counseling services to assist you in finding solutions to your problems.

There is no charge to you for visits through the EAP providers. You are eligible for up to four visits per problem, per year through Cascade Behavioral Health & EAP and MTR Therapy and sworn fire professionals can access up to six services per year for free through the Public Safety EAP.

Visit the [EAP web page](#) for contact information and additional resources.

**Leave Donations:** Provides paid time off for regular employees in the event of a catastrophic medical condition of the employee or their family member that would otherwise result in unpaid leave. It may help to bridge the gap between an employee's own exhausted paid leave and long term disability. Employees applying to receive leave donations must meet eligibility requirements and exhaust their own leave accruals. Pregnancy disability would be an eligible medical condition to receive leave donations, parental leave would not.



### When in doubt, just reach out!

We are here to support you from start to finish and beyond! Whether this is your first child, last, or unknown, we will try to make the leave process as easy as possible.

After your new addition arrives, please reach out to the Leaves staff for an updated designation if your new addition arrived before or after the original due date or placement date. If you will need time for recovery under OFLA pregnancy disability, you will

need to provide an updated medical certification.

And lastly, see below for some additional links and resources of information that we hope will be beneficial to you.

- The Benefits Study Group (BSG) sponsors a [Wellness Initiative](#) that includes free exercise and wellness education classes to help employees and dependents on the City's health insurance improve their overall health and wellness. Free enrollment through LRCS is limited to lap swimming and group classes in the Adult Health & Fitness category, on a space available basis. Check out the LRCS Rec guide to see if there is a class that you could benefit from!
- [Family and Medical Leave Guide](#)
- [Family and Medical Leave FAQs](#)
- [Beneficiary Forms](#)
- [Workplace Accommodation Notice](#)
- [Medical Leave Donation Program](#)
- [Lane County WIC Program](#) – Special supplemental nutrition program for Women, Infants and Children. WIC's goal is to improve health outcomes and influence lifetime nutrition for families. This is achieved through nutrition education, [breastfeeding support](#), and with the provision of healthy foods.
- [211info](#) – Provides free, customized referrals to childcare providers and strategies for finding quality care in Oregon.
- [WellMama](#) – Nonprofit organization that provides comprehensive pregnancy and postpartum support for new, expectant, and grieving parents.
- [Lane Kids](#) – Positive parenting program in Lane County, for parents of children 2-12 years old.
- [Imagination Library](#) – Every child that lives in the City of Eugene can receive a new book each month by mail from birth through four years old, for free!
- [Daisy C.H.A.I.N.](#) – Non-profit based in Eugene serving all of Lane County. Daisy C.H.A.I.N. provides the community with research- and Evidence-based support services and education for individuals and Families in their reproductive years.
- [Parenting Now](#) – Parenting Now has provided parenting support to Lane County families for over 40 years. They are a non-profit organization that brings parents of young children together to share parenting experiences, increase their knowledge of early childhood development, learn about community resources, and create support networks among themselves.