



## Equivalent Plans Checklist

Use this checklist to prepare for an equivalent plan application for Paid Leave Oregon. Information: [paidleave.oregon.gov](https://paidleave.oregon.gov)

### Important dates to note

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|----------------------|--|
| <b>Sept. 6, 2022</b> | Equivalent plan applications are available and can be submitted  |
| <b>Jan. 1, 2023</b>  | Employees and employers will begin paying into Paid Leave Oregon |
| <b>Sept. 3, 2023</b> | Employees can start applying for benefits                        |
- Starting September 2022, employers can:
- Access applications online through their Frances Online account
  - Download and print an application (to submit by mail) from the [Paid Leave website](#); or request by phone: 833-854-0166.

### Get Ready

#### Your paid leave plan must meet Paid Leave Oregon's requirements:

- Cover all Oregon employees (including full-time, part-time, permanent, or temporary) employed with the business for at least 30 days
- Provide 12 weeks paid **family, medical,** and **safe** leave annually, and add two weeks for pregnancy and childbirth-related conditions
- Issue first benefit payment within two weeks of receiving an employee's claim or their first day of leave
- Do not require employees to contribute more than 60% of the total contribution rate
- Provide cost breakdown for employee contributions
- Allow employees to take leave daily or weekly

- Provide job protection rights to the employee (if they've been employed for 90 days)
- Inform your employees about your equivalent plan
- Do not put any conditions or restrictions on the use of family, medical, or safe leave beyond those allowed in Paid Leave rules

## Equivalent plan applications will be available in September 2022.

### Here's what you will need to apply:

- Business Identification Number and Federal Employer Identification Number
- Employer name, address, and contact information
- A copy of one the following:
  - Employer-administered equivalent plan or,
  - Insurance policy with the insurance product and chosen options
- For employer-administered plans only, proof of solvency by providing either:
  - Proof of sufficient assets
  - A bond or an irrevocable letter of credit with the Oregon Employment Department named as the payee or beneficiary, issued by an insured institution
- For fully insured plans only, information about the insurance policy and carrier, including:
  - Business and contact information for the insurance carrier
  - The date the policy begins and ends
- \$250 application fee