

OSBA Model Sample Policy

In response to the coronavirus disease (COVID-19) pandemic the U.S. Congress passed the Families First Coronavirus Response Act (2020), that includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. The Oregon Bureau of Labor and Industries adopted a temporary rule that amended the Oregon Family Leave Act for the purpose of allowing eligible employees to take leave during the statewide public health emergency.

Code: GCBDAAGDBDAA-AR(2)
Revised/Reviewed:

COVID-19 Related Leave *

Employee's Name: _____ Date: _____

Dates for which the leave is requested: _____

Qualifying reason for leave:

- Is subject to governmental-quarantined or isolation order.
- Has been advised by health-care provider to self-quarantine.
- Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- Is caring for an individual who is subject to a quarantine or isolation by governmental order or health care provider advisement.
- Is caring for their son or daughter whose school or child-care provider is closed.
- Is experiencing a substantially similar condition related to COVID-19 as specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

The employee is unable to work, including telework due to: _____

Documentation supporting the qualifying reason for requesting leave: _____

For quarantine or isolation orders, provide the name of the health care provider who advised the self-quarantine:

Name of health care provider

Contact information

For emergency Family Medical Leave Act (FMLA) leave and paid sick leave taken for COVID-19 related school or child care closings, provide documentation to support the need for leave, i.e., notice posted on government, school or day care website, published in a newspaper, or an email from an official of the school, place of care, or child care provider.