



RWDonline.net

P.O. Box 8, Springfield, OR 97477

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**RESOLUTION NO. 2025-36**  
**A RESOLUTION OF THE RAINBOW WATER DISTRICT**  
**UPDATING THE PAID FAMILY AND MEDICAL LEAVE POLICY**

**WHEREAS**, Rainbow Water District (District) is a domestic water supply district organized under Oregon Revised Statutes (ORS) Chapter 264, and ORS 263.410 provides that “the power and authority given to districts is vested in and shall be exercised by a board of five commissioners, each of whom shall be an elector of the district”, and

**WHEREAS**, the Oregon Legislature enacted HB 2005, creating the Family and Medical Leave Insurance Program to approve paid family and medical leave benefits known as Paid Leave Oregon, and employers are required to collect a payroll tax of up to 1% (combined employer and employee portions) to enable provision of up to 12 weeks of paid leave (plus up to 6 weeks unpaid in some situations) within a 12-month period, and

**WHEREAS**, to recruit and retain quality employees, Rainbow Water District offers competitive wages and benefits which includes sick leave, paid vacation, and short-term and long-term disability policies, and since the District has fewer than 25 employees it is not required to pay the optional Paid Leave Oregon employer contribution of up to 0.4% of gross payroll but elects to continue a separate short-term disability program instead, and

**NOW THEREFORE BE IT RESOLVED**, the Rainbow Water District Board of Commissioners adopts an updated Family and Medical Leave Policy that acknowledges and implements requirements of the state’s Paid Leave Oregon program as detailed in Exhibit A, and

Effective Date: This Resolution and the referenced policy shall be effective upon its approval and adoption.

**ADOPTED** by a vote of \_\_\_\_\_ Yes votes and \_\_\_\_\_ No votes, this 11<sup>th</sup> day of December, 2025.

Attest:

\_\_\_\_\_  
President, Board of Commissioners

\_\_\_\_\_  
Secretary, Board of Commissioners



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## EXHIBIT A

### RAINBOW WATER DISTRICT PAID LEAVE OREGON POLICY

Rainbow Water District provides a Paid Leave Oregon (PLO) insurance plan through the Oregon Employment Department, with options based on our size as an organization with fewer than 25 total employees. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

#### **Cost**

Employees will see a deduction for each paycheck of up to 60% of 1% from gross wages. The employer is exempt based on size and will NOT contribute a portion [typically no less than 40% of 1%] of the employee's gross wages for each paycheck.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will provide notice to employees in advance of any change.

#### **Eligibility**

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

#### **Length of leave**

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

### **Reasons for leave**

Benefits may apply to a variety of situations, including:

- Family leave
  - During the birth of a child
  - Bonding with a child in the first year:
    - After birth
    - When the child is placed in the employee's home through foster care or adoption (beginning 1/1/2025)
- Employees own serious health condition\*
- To care for a family member with a serious health condition\*
- Medical leave - The employee caring for themselves when the employee has a serious health condition\*
- Safe leave - For survivors of:
  - Sexual assault
  - Domestic violence
  - Harassment
  - Stalking
- Pregnancy Disability Leave (additional 2 weeks)

\* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death soon, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

### **Insurance benefit while on leave**

The amount of benefit the employee will receive will be calculated based upon the employee's earnings from the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit <https://paidleave.oregon.gov/employees/> for the current rates.



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### **Use of accrued leaves while on PLO**

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order: Sick Leave, then Vacation, then Leave Without Pay. Employees may use up to the number of hours they are regularly scheduled to work. Employers may not require an employee to use these leave balance(s).

### **Notification of the need for leave**

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice that includes the duration of time(s) off and the expected date(s) of return. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

### **Filing a claim for coverage**

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

### **Job and benefit protection while on leave**

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same employment benefits and pay. [This position may or may not have the same terms and conditions.]

If, at the time of leave, the employee is receiving health benefits these will be maintained. The employee will be required to pay their portion of all elected benefits premiums while on leave.



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### **Complaints procedure**

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Office Manager or Superintendent promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.