



Ontario 8C School District
 195 SW 3rd Avenue
 Ontario, Oregon 97914
 Phone: 541-889-5374
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Paid Family & Medical Leave (PFML) Employer Notification

This form is intended solely to notify the Ontario 8C School District of your leave.
 You need to submit your application for leave with American Fidelity

Employee Name: _____ Date: _____

Type of Leave (please mark one):

Family Leave	Medical Leave	Safe Leave
<input type="radio"/> Birth, adoption, or foster placement of a child	<input type="radio"/> To care for your own serious medical condition.	<input type="radio"/> You or your child experience sexual assault, domestic violence, harassment, or stalking
<input type="radio"/> To care for a family member with a serious health condition		

For continuous leave:

Anticipated last day of work: _____ Anticipated first day of work upon return: _____

For intermittent leave, please list all known dates of leave below:

Payroll Considerations:

Question	Amount	Yes / No
Want to continue or reduce your 403b, 457, or HSA contributions during your absence?		
If your paycheck check does not cover fully your payroll deductions, due to decreased pay, do you:		
- Want to prepay your health insurance out-of-pocket contributions?		
- Want to prepay your American Fidelity supplemental insurance?		
- Do you want to use sick, personal, or vacation leave to "top off" your pay to 100%? In what order?		

Next Steps:

- Go online to apply for Paid Family and medical Leave through the American Fidelity Portal.
 - The website is extremely helpful and will detail how to make a claim:
 - [American Fidelity Paid Leave Oregon Support Page](#)
 - [Create an AmFid Paid Leave Oregon Account](#)
 - Please submit your application up to 30 days before your planned absence to ensure a smooth transition in the source of your pay.
 - **Please note, that the employer has no role in this application or the approval/denial of leave.**
- **Plan for your Ontario School District paycheck to be reduced.** This reduction should be offset by payments made through American Fidelity but the Ontario School has no control over the timing or frequency of the payments.
 - If you are concerned about this, talk with Kristina Lawrence in payroll to see what solutions might be possible. She can be reached at 541-889-5374 Ext: 3224
- When submitting your application to American Fidelity, ask if your PFML benefits will be considered taxable income and if so, do they withhold taxes. You'll want to plan accordingly.
 - If you want to increase your income tax withholding on your Ontario School District paychecks throughout the rest of the year to offset any tax burden, please submit an updated Form W-4.
- **Confirm your date of return to work with Ontario School District seven (7) calendar days before you return (as a courtesy).**

If you are eligible for FMLA or OFLA leave, these will be used at the same time (concurrent) as your Paid Family and medical leave when applicable.

Is there anything else you'd like us to know about your situation or circumstances?