

DATE: 6/30/2023

TO: All Asante Employees

RE: Notice of Change to 12-Month Measurement Period for Oregon Family Leave Act (OFLA) and Federal Family Medical Leave Act (FMLA)

As described in the Asante Leaves of Absence Policy (400-CORP-HR-0101), eligible employees are generally entitled to a total of 12 weeks of OFLA/FMLA protected leave during a 12-month period for any of the following reasons:

- The birth of a child and to care for a newborn child.
- The placement of a child for adoption or foster care.
- To care for a seriously ill qualifying family member.
- Due to a serious health condition that results in the inability to perform the essential functions of your job.
- Reasons related to Military Family Leave.
- Bereavement Leave (OFLA-only).
- Mildly Ill/Sick Child Leave (OFLA-only).

This letter serves as notice to employees of a change in the 12-month measurement period for OFLA and FMLA entitlements.

Previously, Asante has used the “rolling backward” method as the 12-month measurement period for OFLA/FMLA leave entitlement eligibility, meaning we count how much leave time an employee has available based on the amount used starting 12 months ago to present date.

Recent Oregon legislative changes to OFLA require a change to how Asante will measure the 12-month period for certain leave programs. As a result, Asante is adjusting how we measure the 12-month period under OFLA/FMLA to a “measure forward” method to better align with the measurement period that will be utilized to determine available benefits under the upcoming Paid Leave Oregon program, currently set to begin on Sept. 3, 2023.

By aligning the 12-month measurement periods under Paid Leave Oregon, OFLA and FMLA, Asante aims to ensure that all three of these employee leave entitlements coordinate to the greatest extent possible. Our intent is to make these programs easier to understand and to provide employees with the maximum leave protections available by law.

Paid Leave Oregon requires a “measured forward” benefit year in that leave allowance will be measured as the period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which an employee first takes Paid Leave Oregon. Asante plans to

change the entitlement measurement period for OFLA/FMLA at the same time Paid Leave Oregon benefits become available.

Therefore, effective Sept. 3, Asante will be using the following new measurement period for all employees:

- **Oregon Family Leave Act (OFLA):** A period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which OFLA leave commences.
- **Family and Medical Leave Act (FMLA):** The 12-month period measured forward from the date an employee first uses any FMLA leave.

The 12-month measurement period under OFLA varies slightly from the 12-month period under FMLA because the state of Oregon requires us to match our OFLA 12-month period to the definition of the Benefit Year under Paid Leave Oregon. The FMLA, however, does not permit us to use that exact definition for the purposes of FMLA leave.

The Asante HR Absence Management team will assist any employee seeking leave who needs help understanding the amount of leave available to them under all leave programs.

If you have any questions concerning this notice, please contact leaves@asante.org, submit a case in MyHR or call the HR Absence Management Helpline at (541) 789-5395.

Sincerely,

Alicia Lorenz
Acting vice president of Asante Human Resources