

If you work in Oregon, you can apply for the Oregon Paid Family and Medical Leave Insurance (PFMLI). Arch Insurance will review all applications to determine your eligibility for benefits. The employee who is applying for leave must complete this certification. This certification will be shared with Arch Insurance and your employer*.

This Application ("Claim") is completed by the individual that is requesting paid leave benefits (the "Claimant"). Applications may be filed up to 30 days prior to the start of the requested leave, and up to 30 days after the start of the leave. A fully complete application for benefits includes a Claimant statement, employer statement, certification relating to the type of leave being requested, and supporting proof documentation for the leave. Claims filed outside this window will be denied unless good cause is provided for late filing. Claim filing is the responsibility of the individual that is requesting paid leave benefits. The Claimant is responsible for providing any missing or additional requested information during the claim process and is responsible for informing all required parties of any changes to leave plans.

Before you apply for OR PFMLI...



Check eligibility requirements for leave



Plan your leave. Leave can be taken continuously (a/k/a block leave), or intermittently, in accordance with OR PFMLI.



Notify your OR employer at least 30 days before the start of leave (if the leave is foreseeable). Otherwise, notify your employer as soon as possible.

Complete your claim form(s) and attach required documentation



Employee completes Part A, Claimant's Statement, in full. Sign and date the form, retain a copy for your files and give the claim package to your employer so they can complete part B.



Your Oregon employer completes Part B, Employer's Statement, in full. They should make a copy of the claim for their files, and return the completed employer's statement to you.



Provider should complete Part C, the Health Care Provider Certification and attach supporting documentation.



Email or mail completed claim form:
Arch Insurance Company
 P.O. Box 26316
 Collegeville, PA 19426
 Phone: 877-369-0979
 Fax: 610-977-3216
 Email: archdbl@acitpa.com

*Benefits described within are underwritten by Arch Insurance Company, NAIC #11150, a member company of Arch Insurance Group Inc. ("Arch"). Please refer to your policy for detailed terms and conditions. The information you provide to Arch on this form will be used to administer Paid Leave Oregon benefits. In order to process your claim application, and determine your eligibility and benefit amount, Arch may share your information with your current and/or past employer(s), and Paid Leave Oregon Partners. Visit archinsurance.com/disability or call **877-369-0979** for more information.

Questions? Contact us at **877-369-0979**
 or find us online at archinsurance.com/disability

Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Part A: Employee Information (to be completed by the employee requesting leave)

Demographic Information

1 Employee's Legal Name: (First Name, Middle Initial, Last Name)
2 Employee's Mailing Address: Street, Address line 2, City, State, Zip
3 Social Security Number:
4 Employee's Date of Birth: m m d d y y y y
5 Employee's Gender: Male, Female, Non-Designated / Other
6 Employee's Phone #: () - -
7 Employee's Email Address:

Leave Information

8 Leave Pattern and Period(s) Requested:
Continuous: Leave Start Date, Leave End Date
Intermittent: Leave Start Date, Date(s) Requested:

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Part A Continued

Notice to Employee:

Foreseeable leave (a qualifying reason such as a planned medical procedure/treatment for yourself) requires advance notice to your employer. Unforeseeable leave (emergency basis or unexpected) requires notice to your employer within 24 hours of the start of leave, and written notice within 3 days after the leave begins.

9 Was 30 days Advanced Notice Given to Your Employer for this Leave?

Yes

Date notice provided to employer

m	m	d	d	y	y	y	y

No

Reason: _____

10 Other Types of Leave:

Provide detail on other types of benefits/leave taken or requested in the preceding 52 weeks, and whether it will extend through the current requested leave period covered by this claim.

Benefit Type	Received	Claimed	From (mm/dd/yyyy)	Through (mm/dd/yyyy)
a. Unemployment benefits	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
b. Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
c. Oregon Family Leave Act (OFLA)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
d. OR PFML/Paid Leave Oregon	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Employment Information**Key Terms:**

Benefit year: a period of 52 consecutive weeks beginning on the Sunday immediately preceding the day that Family Leave, Medical Leave, or Safe Leave commences for the Claimant, except that the benefit year shall be 53 weeks if a 52-week benefit year would result in an overlap of any Calendar Quarter of the Base Year of a previously filed valid Claim for PFML Benefits. A Claimant may only have one valid benefit year at a time.

Base year: the first four of the last five completed calendar quarters preceding the benefit year

Wages: has the meaning given that term in ORS 657.105,, including but not limited to: commission or a guaranteed wage, compensatory pay, bonuses, vacation/PTO/sick/holiday pay, tips & gratuities, dismissal or separation allowances.

Wages does not include: expense reimbursement for meals/travel, pensions, jury pay, gifts other than tips/gratuities, benefits paid through a cafeteria plan

Example: Jada requests OR PFML for bonding leave with a leave start date of 9/20/2023. Her benefit year will begin on 9/17/2023, which is the Sunday prior to the start of leave on **9/20/2023**. Jada's base year for reporting wages is the **first (4)** of the **previous (5) completed quarters**. Based on her start date, the lookback quarters are **1. 4/1 – 6/30/22 2. 7/1 – 9/30/22 3. 10/1 – 12/31/22 4. 1/1 – 3/31/23 5. 4/1 – 6/30/23**. The gross wages from these first 4 quarters (4/1/2022 – 3/31/2023) will be used to determine her average weekly wage. Jada's gross wages during that time period was \$39,000 making her base weekly earnings \$750. This amount will be used to calculate her weekly benefit rate under OR PFML.

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Part A Continued

11 Give the Name and Details of Your Recent Employers(s):

If you had more than one employer in the base year (the first four of the last five completed calendar quarters preceding the benefit year), name all employers. Wages is your sum total of gross (pre-tax) wages in the first 4 of the last 5 quarters prior to your application for leave, for that employer. Wages should only reflect wages earned in OR employment. Average hours and days worked per week is based off your Regular Work Schedule, averaged from the 12 weeks prior to your last day worked before leave.

Employer #1 Name

Street

Address line 2

City

State | _ _ |

Zip |

Avg # Hours Worked/Week | _ |

Avg # Days Worked/Week | _ |

Avg Wages (\$) | _ |

Days of the Week Usually Worked:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Employer #2 Name

Street

Address line 2

City

State | _ _ |

Zip |

Avg # Hours Worked/Week | _ |

Avg # Days Worked/Week | _ |

Avg Wages (\$) | _ |

Days of the Week Usually Worked:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

If more than 3 recent OR Employers, please include details on a separate sheet.

12 Consent to Obtain Wages From all OR Employers: (Only complete this question if you had more than 1 OR employer during the base year.)

If you have had more than one OR employer in the base year, do we have your consent to contact the Oregon Employment Department (OED) to obtain all wages reported in the base year, including from your other employer(s)?

Yes, I consent.

No, I do not consent.

Initial here: _____

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Part A Continued

Declaration and Signature:

WARNING: ANY PERSON WHO, KNOWINGLY OR WITH INTENT TO DEFRAUD OR TO FACILITATE A FRAUD AGAINST ANY INSURANCE COMPANY OR OTHER PERSON, SUBMITS AN APPLICATION OR FILES A CLAIM FOR INSURANCE CONTAINING FALSE, DECEPTIVE OR MISLEADING INFORMATION MAY BE GUILTY OF INSURANCE FRAUD.

I am hereby making a request for benefits under Oregon Paid Family and Medical Leave Insurance. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's Signature:

Date: | ^m | ^m | / | ^d | ^d | / | ^y | ^y | ^y | ^y |

End of Part A

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Employee Name:

Part B: Employer Information

(to be completed by the employer for the above named employee requesting OR PFML)

1 Employer Information:

Business's Full Legal Name: _____

Street _____

Address line 2 _____

City _____ State | __ __ | Zip | __ __ __ __ |

Country (if not USA): _____

2 Policy Number:

3 Business's Federal Employer Identification Number (FEIN):

4 Employer contact person (Name & Title) for this leave request:

5 Contact Phone #:

 (__ __ __) - | __ __ __ | - | __ __ __ __ |

6 Contact email address:

7 Employee's current employment status:

 Actively employed-not terminated

 Terminated from employment — Date terminated: | __ __ / | __ __ / | __ __ __ __ |

8 Date employee was hired:

Date: | __ __ / | __ __ / | __ __ __ __ |

9 Last day worked before leave:

Date: | __ __ / | __ __ / | __ __ __ __ |

10 Has the employee returned to work?

 Yes No

 Return to work date: | __ __ / | __ __ / | __ __ __ __ | Actual Estimated

11 Employee's Job Title and Description:

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Employee Name: _____

Part B Continued

12 Oregon ("OR") Employment Verification:

- a. Are the employee's earnings reported at year end on IRS form W-2? Yes No (answer question 12b)
- b. Is the employee subject to Unemployment Insurance obligations in OR? Yes No (answer question 12c)
- c. Is the employee's service localized (performed entirely) within OR? Yes No (answer question 12d)
- d. If services are not localized, is the employee's base of operations in OR, and some of the work is performed in OR? Yes No (answer question 12e)
- e. If there is no base of operations, does the employee perform some of the services within OR and receive direction and control from OR? Yes No (answer question 12f)
- f. If there is no place of direction and control, no localized services and no base of operations in OR, does the employee reside in OR? Yes No

13 Select the days of the week the employee usually works:

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

14 Provide the employee's earnings history for the prior 5 completed calendar quarters preceding the request for leave:

Quarter Ending (mm/yyyy)	Gross Wages (\$)

15 Provide the scheduled work hours from the last 4 weeks the employee reported to work prior to the leave:

- Week 1 _____
- Week 2 _____
- Week 3 _____
- Week 4 _____
- Average: _____

16 Will leave be utilized continuously or intermittently? Provide details below.

Block Leave/Continuous Leave: Start date (mm/dd/yyyy) _____ Through (mm/dd/yyyy) _____

Intermittent Leave: Dates requested: _____

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Employee Name: _____

Part B Continued

17 Was 30 days advance notice given to you by the employee requesting foreseeable leave?

Yes No

Date notice provided to employer: | / | / | |

18 Has the employee received or claimed any of the following benefits in the preceding 52 weeks?

Benefit Type	Received	Claimed	From (mm/dd/yyyy)	Through (mm/dd/yyyy)
a. Unemployment benefits (CESA)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
b. Workers' Compensation due to work-related injury/illness	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
c. Paid Leave Oregon	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
d. Other (Sick/Vacation/PTO or other employer provided leave. Please specify.)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

19 Employer-provided Paid Leave during leave period

If the Employer provides Accrued Paid Leave or other Wage continuation to the Eligible Employee during a period of PFML, the Employer is accountable for paying only the amount of Accrued Paid Leave or other Wage continuation that when combined with the Weekly Benefit Amount is equal to or less than the Eligible Employee's average weekly wage such that the Eligible Employee does not receive more than 100% of their average weekly wage. An Eligible Employee must consent to use of Accrued Paid Leave during periods of PFML.

"Accrued Paid Leave" means leave earned by or otherwise provided to an Eligible Employee pursuant to a benefit plan or policy offered by the Employer, including, but not limited to, Sick Pay (including Oregon Paid Sick Leave), annual leave, Vacation Pay, personal leave, compensatory leave or Paid Time Off. Accrued paid leave shall not include a (i) disability policy or program of the Employer; or (ii) paid Family or Medical Leave policy of the Employer.

a. Will the employee be using any Accrued Paid Leave during the leave period requested?

Yes (answer question b) No

b. Will the employee be receiving wage replacement during all or a portion of the leave period requested?

Yes (answer question i) No

i. provide detail on type of wage replacement and the date(s) it will be paid for:

Declaration and Signature:

NOTICE: ANY PERSON WHO, KNOWINGLY OR WITH INTENT TO DEFRAUD OR TO FACILITATE A FRAUD AGAINST ANY INSURANCE COMPANY OR OTHER PERSON, SUBMITS AN APPLICATION OR FILES A CLAIM FOR INSURANCE CONTAINING FALSE, DECEPTIVE OR MISLEADING INFORMATION MAY BE GUILTY OF INSURANCE FRAUD.

I am the person authorized to sign as the employer of the employee requesting benefits under the Oregon Paid Leave Insurance program. My signature affirms that to the best of my knowledge the information I have provided is true, accurate, and complete. Any false statements or other failure to provide truthful, accurate and complete information may result in monetary and other penalties as well as the possibility of criminal prosecution.

Employer's Signature: _____

Date: | / | / | |

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Request for Oregon Paid Family and Medical Leave (PFML) – Employee's Own Health Condition

Part C: Health Care Provider Certification

(to be completed by the employee and treating health care provider)

Medical Leave allows an eligible individual to take leave from employment to employment to attend to their own Serious Health Condition. An individual may not exceed 12 weeks of paid leave in a benefit year, and up to 2 additional weeks of leave for limitations related to pregnancy, childbirth or related medical condition, for a total of 14 weeks. Applications may be filed up to 30 days prior to the start of the requested leave, and up to 30 days after the start of the leave. Claim filing is the responsibility of the individual that is requesting paid leave benefits (the "Employee"). The Employee is responsible for providing any missing or additional requested information during the claim process and is responsible for informing all required parties of any changes to leave plans.

Complete the first page of this form, make a copy, and provide the entire form to your health care provider for them to complete the remainder of the form. The health care provider will return the form to you, and you will submit it to us along with your application and any other supporting documentation as part of your claim for benefits.

Section 1: Employee Information (to be completed by the individual (Employee) requesting medical leave)

1 Employee's Legal Name: _____
(First Name, Middle Initial, Last Name)

2 Employee's Date of Birth: ^m ^m / ^d ^d / ^y ^y ^y

3 Employee's Phone #: () - -

4 Employee's Email Address: _____

5 Claim Number (if available): _____

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Oregon - Health Care Provider - My Own Serious Health Condition

Continued

Section 2: Medical Certification (to be completed by the Treating Health Care Provider)

Your patient (the "Employee") made a request to be absent from work because of their own Serious Health Condition. For us to decide on their claim for OR PFMLI benefits, we need you to complete the information in Sections 1-4. When completing this certification:

- Your answers should be your best estimate based on your medical knowledge, experience, and examination of the patient.
- Be as specific as you can. Using terms like "as needed," "unknown," or "indeterminate" may not be enough to approve the claim.
- Limit your responses to the Serious Health Condition for which your patient is seeking leave. If your patient needs leave due to more than one Serious Health Condition, please complete a separate certification for each condition.
- Do not include information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. §1635.3(b).

6 A qualifying Serious Health Condition is a physical or mental condition that fits one of the following categories

Check the box(es) for the questions below, as applicable.

- Inpatient Care:** The patient (was / is / will be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____
- Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)
- Due to the patient's health condition, the patient was (was / is / will be) incapacitated for *more than three consecutive, full calendar days*.
 - The patient was (was / is / will be) seen on the following date(s): _____
 - The health condition (had / has / will) also result(ed) in a course of continuing treatment under the supervision of a health care provider (e/g., *prescription medication (other than over the counter), therapy requiring special equipment, etc.*)
- Pregnancy:** The health condition is pregnancy. List the expected delivery date: _____
(mm/dd/yyyy)
- Chronic Health Conditions:** (e.g., asthma, migraine headaches) Treatment visits are expected to be at least twice per year
- Permanent or Long-Term Health Conditions:** Due to the health condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).
- Health Conditions requiring Multiple Treatments:** (e.g., chemotherapy treatments, restorative surgery, etc.) Due to the health condition, it is medically necessary for the patient to receive multiple treatments.
- Terminal Illness:** The Serious Health Condition poses an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future.
- Body Part Donation:** Donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.
- None of the above:** If none of the above categories is checked, (i.e., inpatient care, pregnancy) no additional information is needed. Please sign and date the form, make a copy for your files, and return the completed form to the patient.

Questions? Contact us at **877-369-0979**
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Oregon - Health Care Provider Certification - My Own Serious Health Condition

Continued

7 First Date of Disability: | ^m | ^m | ^d | ^d | ^y | ^y | ^y | ^y |
 | _ _ / | _ _ / | _ _ _ _ |

Date you first examined the patient for this health condition: | ^m | ^m | ^d | ^d | ^y | ^y | ^y | ^y |
 | _ _ / | _ _ / | _ _ _ _ |

8 Last office visit: | ^m | ^m | ^d | ^d | ^y | ^y | ^y | ^y |
 | _ _ / | _ _ / | _ _ _ _ |

| ^m | ^m | ^d | ^d | ^y | ^y | ^y | ^y |
 Next office visit: | _ _ / | _ _ / | _ _ _ _ |

Expected return to work date: _____

9 For the health condition for which your patient is requesting time away from work, is it your belief that the health condition was caused by or otherwise related to a workplace injury or illness?

Yes No

10 If the employer does not supply a statement of your patient's essential functions or a job description, answer these questions based upon the patient's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a health condition is considered to be not able to perform the essential job functions of the position during the absence for treatment(s).

Due to the health condition, my patient (was not able/ Is not able/ will not be able) to perform one or more of the essential job functions(s). Identify at least one essential job function your patient was/is/will be unable to perform:

11 Provide the relevant medical facts relating to the health condition requiring this leave (these facts may include diagnosis, symptoms, or any regimen of continuing treatment such as the use of specialized equipment):

Diagnosis Code: _____

Diagnosis Description: _____

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Oregon - Medical Leave Certification - My Own Serious Health Condition

Continued

12 Provide the relevant medical facts relating to the health condition requiring this leave (these facts may include diagnosis, symptoms, or any regimen of continuing treatment such as the use of specialized equipment): (Continued on next page)

Continuous leave: My patient has/will be incapacitated for a **single continuous period** due to their own health condition, including time for treatment and recovery beginning ___/___/___ and ending ___/___/___.

Intermittent leave - Incapacitation: My patient is expected to have periodic treatment where intermittent absence from work will be medically necessary beginning ___/___/___ and ending ___/___/___.

Describe the estimated frequency and duration of flare-ups. (e.g., 1x every 3 months lasting 1-2 days), (e.g., 3x every month lasting 1 day). **Please select and complete one:**

Weekly: ___ time(s) every ___ week(s) for a duration of ___ day(s) per instance;
OR **Monthly:** ___ time(s) every ___ week(s) for a duration of ___ day(s) per instance

Intermittent leave - Treatments: My patient is expected to have periodic treatment where intermittent absence from work will be medically necessary beginning ___/___/___ and ending ___/___/___.

Describe the estimated frequency and duration for treatments/appointments. (e.g., 3x every 2 months).

Please select and complete one:

Weekly: ___ time(s) every ___ week(s) for a duration of ___ day(s) per instance;
OR **Monthly:** ___ time(s) every ___ week(s) for a duration of ___ day(s) per instance

Health Care Provider Information and Signature

Print Treating Health Care Provider Name: _____

Specialty/Board Certification: _____

Treating Health Care Provider's Business address: _____

Certification License Number: _____ State: _____

Telephone: (___ ___ ___) - | ___ ___ ___ | - | ___ ___ ___ |

Fax Number: (___ ___ ___) - | ___ ___ ___ | - | ___ ___ ___ |

Email Address: _____

Certification and Signature:

WARNING: Any person who, with an intent to knowingly defraud or knowingly facilitate a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement of a material fact, may be guilty of insurance fraud.

My signature attests that the information provided in this form is true and correct, that I have examined the patient and answered the questions accurately and to the best of my ability, and that I am a health care provider authorized to certify their condition.

Signature: _____

Date | ___ ___ / | ___ ___ / | ___ ___ ___ ___ |

Questions?

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