



To: All FGSD Staff

From: John O'Neill, Assistant Superintendent/HR Director

Date: April 30, 2024

Re: Important Change in Leave Year Calculation for OFLA and FMLA

Beginning July 1, 2024, we will transition to a new method of calculating leave years for Oregon Family Leave Act (OFLA) and the Family Medical Leave Act (FMLA).

Change in Leave Year Calculation Method:

Forest Grove School District uses a Fiscal year to calculate how much OFLA/FMLA leave an employee has available. As of July 1, 2024, Forest Grove School District will adopt a new method for calculating the leave year for both OFLA and FMLA. The new leave year will calculate 52 consecutive weeks (looking forward), beginning on the Sunday immediately preceding the date on which family leave commences. This change will ensure consistent alignment with the new Paid Leave Oregon program and comply with Oregon Law (SB 999).

Any employee currently using their FMLA/OFLA entitlement during the transition period will not be negatively impacted because of the change in the calculation method.

This announcement fulfills the requirement to give all employees at least 60 days' notice.

If you have any questions regarding this notice, please contact hr@fgsd.k12.or.us.



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