



Below outlines what actions you need to take, as well as additional resource documents to help you through your leave of absence.

Overview

Regardless of your state of residence, all employees at McClatchy may be eligible for job protection under the Family Medical Leave Act, or FMLA. The [leave of absence page on Livewell](#) is an easy-to-use online resource that guides employees through the leave of absence process. Available around the clock, 365 days a year

Your responsibilities during a leave are:

- Notify your manager that you are requesting a leave of absence.
- Review the [LiveWell](#) page, [Family Medical Leave Act Poster](#) and any state specific notices that may apply to you.
- Complete the [Leave Request Form \(Google Form\)](#) and note in the form if you have any questions we can support you with
- Contact The Hartford at **1-866-269-6241** or via the website at [https:// ability advantage](https://abilityadvantage). This is critical to filing any FMLA related and disability paperwork. You will not have the protections granted (FMLA), or income received (Disability), if the Hartford request is not completed. Delaying these may also delay other forms of compensation, including state related benefits.

After initiating your leave, follow up with your doctor and/or The Hartford as needed to ensure your paperwork is completed and received properly.

- File any state specific paperwork for leave benefits as needed, if applicable. Reference your state specific documentation for support.
- Provide payment for any insurance premiums due while on a leave of absence based on the schedule we provide.
- Inform the LiveWell team and your manager of any date changes related to your leave of absence. This may include completing a Return to Work Release form.

Our responsibilities during your leave are:

- Work with you to ensure you are maximizing your available benefits
- Help coordinate your time off to ensure payroll entries are correct
- Provide assistance to questions you may have regarding your time out
- Coordinate with the Hartford on any employer related questions or responses as needed
- Help your manager with any questions they may have regarding your return to work

- Assist in any Americans with Disabilities Act paperwork as needed

Links for Oregon State Leave Resources and General FAQs

- [Notice](#) - Required notice to employees
- [Overview](#) - Answers what type of leave is covered
- [FAQ's](#) - Answers to your questions on who is eligible, and when

Most employees working in Oregon are covered by [Paid Leave Oregon](#).

You are automatically covered if:

- You work in Oregon;
- You earned at least \$1,000 the year before you apply for benefits; and
- You have a life event that qualifies you ([learn more](#)).

This means that if you work a seasonal, full-time, or part-time job in Oregon, or for one or more employers, you may qualify. Your benefit amount is based on your average wage in the previous year.

The screenshot shows the Oregon.gov website with the 'Paid Leave Oregon' section. It includes a navigation bar with links like Home, Employers, Employees, Self-Employed, Resources, Creating Paid Leave Oregon, Get Involved, and Contact Us. The main content area explains that Paid Leave Oregon ensures benefits when taking leave and provides an example of payroll contributions.

Example of payroll contributions
**** State Average Weekly Wage for 2023: \$1,224.82**

	Annual earnings (Weekly earnings)	Annual employee Paid Leave contributions	Annual employer Paid Leave contributions	One week's Paid Leave benefits
Minimum wage employee	\$28,080 (\$540)	\$168.48	\$112.32	\$540
Median income employee	\$67,058 (\$1,289.58)	\$402.35	\$268.23	\$1,042.86
High income employee	\$132,900 or more (\$2,555.78 or more)	\$797.40	\$531.60	\$1,469.78

Below the table, the text 'What kind of leave is covered?' is visible.