

Leaves of Absence information

Need to take time away from work?

Visit the [Leaves of Absence](#) site on CaregiverNet.

This page contains pertinent information relating to the St. Charles leave of absences process, as well as benefit and compensation information during leave. Please review this information in its entirety.

All caregivers (including relief) needing to take time off work due to any of the reasons listed below, must request a leave of absence:

- **Serious health condition** your own, or to care for an eligible family member
- **Parental leave** take time off for the birth, adoption, or foster placement of a child
- **Pregnancy disability leave** before or after the birth of child or for prenatal care
- **Sick child leave** for your child with an illness or injury that requires home care but is not serious
- **Bereavement leave** after the death of a family member
- **Domestic violence, Harassment, Sexual assault, or Stalking**
- **Military family leave** if your spouse is a service member who has been called to active duty or is on leave from active duty
- **Military caregiver leave** for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin

There are different types of leave:

- Continuous: leave taken and not broken up by periods of work (a period greater than 3 days)
- Intermittent/Reduced: may miss work periodically or on a reduced hours schedule

Requesting a Leave of Absence

1. Notify leader at least 30 days in advance of leave if the reason for leave is foreseeable. If unforeseeable, provide as much notice as possible.

2. Unum administers and tracks leaves of absence for St. Charles. To request a leave of absence a caregiver must:

Contact UNUM

- Option 1 – Register for an account at login.unum.com
- Option 2 – Mobile application - MyUnum for Members
- Option 3 – Call: 866-269-0759 (8 a.m. to 8 p.m. ET, Monday-Friday)

3. Caregivers may *also* choose to file with Paid Leave Oregon:

- [Home - Paid Leave Oregon](#)
- [What to expect - Paid Leave Oregon](#) (Overview and timeline)
- [Frances Online for Claimants \(oregon.gov\)](#) (Apply here, check site often!)

Reminder: contacting Unum when in a potential leave situation is required.