

We're OLPA – your trusted partner for leave benefits.

Sometimes life brings major changes: a new child, illness, or a family member who needs you.

That's when you want a trusted partner at your side. As your **Office of Leave Planning Assistance (OLPA)**, we're here to guide you through the leave-taking process, step by step.

Here's how it works:



Start your plan

Before reaching out to OLPA, take a moment to think about your situation and make a list of what you want and need.



Reach out

Visit our online leave portal at mass.gov/OLPA and complete a 5-minute leave request form. All we need are the basics.



Connect

Within five business days, we'll schedule a leave intake session. A member of our team will walk through your options.



Follow through

We'll show you the path to the leave benefits you're eligible for, and we're here to help along the way.



Stay in touch

We know this process might feel overwhelming. Once you receive OLPA's decision, we're here to help with any questions.

OLPA is part of the Human Resources Division (HRD), serving Executive Department employees across the Commonwealth. Our team of fellow Commonwealth employees is ready to guide you through your leave options.



Scan here or learn more below.

Visit: mass.gov/OLPA

Call: (617) 362-3626

Email: OLPA@mass.gov