

Know us before you need us.

OLPA (Office of Leave Planning Assistance) is your trusted partner for navigating leave benefits. We're part of the Human Resources Division, here to guide Executive Department employees through the leave process step by step.

When you might need us:

- Welcoming a new child
- Managing your own health: illness, disability, surgery, treatment, or ongoing care
- Caring for a family member with a serious health condition
- Certain other qualifying situations

How we help:

- 1 Start your plan**
Think about your situation and what you might want and need.
- 2 Reach out**
Take five minutes to fill out a new leave request form on our online portal.
- 3 Connect**
Meet with an OLPA team member to explore your options.
- 4 Follow through**
We'll map out the path, and you will take the steps with us at your side.
- 5 Stay in touch**
We're here if questions come up along the way.

**We're fellow
Commonwealth
employees,
ready to guide you.**



Scan here or learn more below:

Visit: mass.gov/OLPA

Call: (617) 362-3626

Email: OLPA@mass.gov