



Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Workers' Compensation Division

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To: Workers' compensation insurers, self-insured employers, and service companies

Subject: Leap Year Notice of Closure Date Requirements

INDUSTRY NOTICE

This industry notice provides information about changes to the processing of Notice of Closure documents for claims being closed on Feb. 29 of any leap year. The Workers' Compensation Division has implemented this process to ensure proper compliance with Notice of Closure time frames and worker, insurer, and employer rights.

Aggravation rights on Notices of Closure

Oregon Revised Statute 656.273 (4)(a) requires that a claim for aggravation must be filed within five years after the first Notice of Closure was made for a disabling claim.

Oregon Revised Statute 174.120 (5) states that if a specified time frame of limitation begins on Feb. 29, that the time frame ends on Feb. 28 of the calendar year in which the specified period ends.

For Notices of Closure issued on Feb. 29 with aggravation rights ending five years from issuance, the aggravation rights end on Feb. 28 five years in the future. If the aggravation rights end date is not Feb. 28 five years in the future, you will receive a correction request. You will be required to submit all of the following:

- Correcting Notice of Closure (Form [1644 C](#))
- Insurer Notice of Closure Summary (Form [1503](#))
- Notice of Closure Worksheet (Form [2807a](#) for injuries occurring on or after Jan. 1, 2005, or Form [2807](#) for injuries occurring through Dec. 31, 2004).

We appreciate your dedication to helping maintain the integrity of the Oregon workers' compensation system. If you have questions, contact Claims Records Manager Edie Roster at 503-947-7619 or email edith.d.roster@oregon.gov.

Lou Savage, Acting Administrator, Workers' Compensation Division