

AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only  
( X ) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Personnel Policy 4.3 Update

<p>Background:</p> <p>Changes are proposed to Hardship Leave section of Personnel Policy 4.3 to allow for exempt employees to donate sick leave, rather than just vacation leave, to fellow employees. This expands the potential for donation of sick leave to that similar to represented employees provided through collective bargain agreements. Other changes were made to clarify the process and to conform to current practice.</p>	<p>Requested Action:</p> <p>Adopt amended Personnel Policy No. 4.3 Attendance and Leaves</p>
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ATTACHMENTS: Proposed Policy

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Heard (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( X ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:  
Jennifer Blake

Needed at Meeting:

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Scheduled for meeting on: October 25, 2018

Action taken:

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Follow-up:



**TIVE:**

**POLICY TITLE:** Attendance and Leaves

**POLICY NUMBER:** 4.3

November 2018

**REVIEWED:**

This policy replaces policy 4.3 of February 10, 2011

Employees shall be performing duties at their County work site in accordance with the rules regarding hours of work, holidays and leaves of absence. An employee shall not be absent from work for any reason, other than those specified in this policy authorizing sick leave, without making prior arrangements with the supervisor. Unless such prior arrangements are made, an employee, who for any reason fails to report to work, shall notify the supervisor of the reason for absence within the first hour of his or her duty shift. If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis unless other arrangements have been made with the supervisor. Departments/Divisions shall maintain accurate records of the employee's attendance. Any unauthorized absence or non-compliance of notification procedures as listed above by an employee may be deemed to be an absence without pay and may be cause for disciplinary action. Unauthorized or unexplained absences may be considered job abandonment.

#### **VACATION**

**ACCRUAL RATES:** Refer to the Union contract language appropriate to the Department/Division for accrual rates for employees covered by Union agreements. Employees not covered by Union agreements, "Union Exempt employees," will accrue 8 hours per month, for 1-3 years; 10 hours per month for 4-6 years; 12 hours per month for 7-9 years; 14 hours per month, for 10-15 years; 16 hours per month for 16+ years.

Employees may take vacation credit as earned month by month subject to approval of the Department/Division Head after completion of six (6) months of continuous employment with the County for all employees, except the Department of Law Enforcement which requires twelve (12) months of continuous employment with the County.

Those employees not beginning or terminating employment on the first or last day of the month shall receive pro-rated benefits. Accruals for employees not beginning on the first day of the month shall not change until the month following the appropriate anniversaries. (Example: Employee anniversary date of January 7 changes accrual benefits in February.)

**PART-TIME EMPLOYEES:** Part-time employees working 20 or more hours per week shall accrue vacation in an amount proportionate to that which would be accrued under full-time employment on a monthly basis. Temporary, part-time less than 20 hours per week, seasonal or on-call employees do not accrue vacation credits.

**ACCUMULATION:** Employees may accrue up to 240 hours of vacation time, except for Deputy District Attorneys who may accrue up to 400 hours. Time earned in excess of 240 hours (or 400 for DDA's), and not utilized by the employee, will result in the loss of such time at the end of each pay period. Lost hours as a result of the cap will not be paid out.

**CONTINUOUS SERVICE:** Continuous service for the purpose of accumulating vacation leave credit shall be service unbroken by any leave of absence from the County, with the exception of the following

types of leave: approved FMLA, military leave, any paid leave, leave of absence resulting from an injury incurred in the course of employment or authorized education or training leave with pay. No other types of authorized leave will be counted as part of continuous service. However, employees returning from such leave and employees on layoff status shall be entitled to vacation credit earned for service prior to the leave or layoff.

**TRANSFER CREDITS:** When an employee is transferred to, or appointed to another department/division, his/her accrued vacation credit will be assumed by the new department. The transferring employee shall not be entitled to vacation payout in lieu of transfer of credit.

**TERMINATION PAY:** An employee who terminates or is terminated during the probationary period shall not be entitled to cash compensation for accumulated vacation leave. If the employee has completed the probationary period and terminates from County service, he/she shall be compensated for accrued vacation based on his/her regular salary at the time of termination. Vacation accrual for the purpose of this section shall terminate on the last day worked by an employee. Upon death of any employee, compensation for accrued vacation leave shall be paid to the next of kin in the same manner.

**SCHEDULING:** Employees shall be permitted to request scheduled vacation leave in any combination of days approved by the Department/Division Head who shall insure that the organization's and needs of the public are not adversely impacted. The Department/Division Head shall allow the selection of vacation days by employees on the basis of seniority. However, each employee will be permitted to exercise his/her right of seniority only once annually.

**ACCRUAL DURING ILLNESS OR INJURY:** Employees shall accrue vacation leave credits during a sick leave until their sick leave credits are exhausted.

**LEAVE WITHOUT PAY:** No employee shall receive vacation leave credits for any period of time which is leave without pay, excluding mandated furlough hours.

## **SICK**

**ACCRUAL RATES:** Employees shall accrue sick leave at the rate of eight (8) hours for each month of service. Employees working 20 or more hours a week shall accrue sick leave in an amount proportionate to that which would be accrued under full-time employment on a monthly basis. Temporary, part-time employees working less than 20 hours per week, seasonal and on-call employees do not accrue sick leave benefits. Sick leave may be accumulated to a maximum of 2000 hours. Accrual of sick leave benefits shall begin on the first day of employment. Employees shall be pro-rated for sick leave accruals for the first and last month of employment should he/she not begin or terminate on the first or last day of the month.

**UTILIZATION** Accrued sick leave may be utilized after 31 days of continuous employment. Under no circumstance can employees receive paid sick leave in excess of their accrued or donated balance.

Employees may use their accumulated sick leave when unable to perform their duties by reason of:

- a) Illness or injury which incapacitates the employee to the extent that he/she is unable to perform work.
- b) Exposure to contagious disease such as would jeopardize the health of fellow workers or the public.
- c) Medical, optometric, chiropractic, dental or any other dental or medical specialist appointments only to the extent needed to attend the appointment.

- d) Illness in the immediate family which requires the presence of the employee as a care giver. (See appropriate union agreement for definitions and Family Medical Leave provisions.)
- e) Pregnancy/Parental. Sick leave credits may be used if medically necessary by an employee during a pregnancy/parental leave. If and when sick leave credits are exhausted the employee may use any accrued vacation credit in lieu of sick leave.

ABUSE AND REPORTING Abuse of the sick leave privilege shall be cause for discipline, to include dismissal. An employee who is unable to report to work because of any of the reasons set forth above shall report the reason for his/her absence to his/her supervisor.

CERTIFICATION OF ILLNESS A doctor's certification of illness or release may be required by the County subsequent to the day the employee returns to work. Such certification and release will usually be required when he/she is absent because of illness or injury for three (3) or more consecutive workdays. Such request for doctor's certification must be made to the employee on or before the day the employee returns to work. The employee must submit such certification within five (5) working days. Failure to provide certification within a five (5) day period may result in the forfeiture of sick leave claim for that period of time in question. In instances where an employee has knowledge that he/she may be unable to work for an indefinite period because of known medical reasons he/she may be required to submit a doctor's certification of illness or inability to work. The employee must submit such certification prior to the time of the sick leave. Failure to provide certification within the five (5) day period may result in the forfeiture of the sick leave claim for the period of time in question. (Refer to the Family Medical Leave Policy when appropriate.)

INTEGRATION WITH WORKER'S COMPENSATION When an injury occurs in the course of employment, the County's obligation to pay under this sick leave section is limited to the difference between any payment received under worker's compensation loss and the employee's regular salary as long as the employee has accrued sick leave credits. In such instances, the appropriate charges will be made against the employee's accrued sick leave at the rate of the County's match until the sick leave is expended. Currently the rate is 2/3 worker's compensation and 1/3 County.

ILLNESS DURING VACATION LEAVE If an employee is on vacation leave and becomes ill during that time, the employee may take sick leave for those days of actual illness. A doctor's certificate may be required by the County to substantiate the illness. Request for substantiation must be made to the employee on the date of return to work from vacation or within one day of learning of the intent to take sick leave. At the employee's option, vacation leave may be used as sick leave. In no case will the employee be allowed to use sick leave credits to extend an approved vacation.

ACCRUAL DURING ILLNESS OR INJURY Employees shall accrue sick leave credits until their paid leave credits are exhausted.

TRANSFER OF EMPLOYEE When an employee is transferred to or appointed to another department/division within the County, accrued sick leave credits shall be assumed by the new department/division.

TERMINATION No compensation for accrued sick leave shall be provided to any employee upon his/her death or termination of employment for any reason.

RETIREMENT Upon an employee's retirement from the County, unused sick leave shall be credited to his/her retirement benefits pursuant to the rules and regulations of PERS.

LEAVE WITHOUT PAY No employee shall receive sick leave credits for any period of time in a month which is leave without pay, excluding mandated furlough hours.

REVERSION Upon depletion of both sick leave and vacation leave the employee reverts to an unpaid leave status.

### **BEREAVEMENT**

Umatilla County recognizes the necessity for the use of Bereavement Leave for its employees. Employees shall be granted up to four (4) days leave with pay in the event of death in the immediate family. In addition, an employee may also use sick leave credits providing the emergency requires more than four (4) days, as approved by the Department/Division Head.

For purposes of entitlement to Bereavement Leave, refer to the Union Contract language appropriate for the Department/Division in which the employee works. Exempt employees will be governed by the contract language of the employees within their department/division.

### **LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

Eligibility Employees employed at least 180 days and averaging at least 25 hours per week AND is a victim of domestic violence, sexual assault or stalking, or is the parent or guardian of a minor child or dependent who is the victim of domestic violence, sexual assault, or stalking may apply for leave.

Authorized Leave From Work Unless requested leave creates an undue hardship for the Department or County, eligible employees may take leave for any of the following purposes:

- a. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault or stalking.
- b. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or stalking of the eligible employee or the employee's minor child or dependent.
- c. To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, or stalking.
- d. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.
- e. To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

Requesting Leave An eligible employee shall provide the Department/Division Head with reasonable advance written notice of the employee's intention to take such leave unless giving notice is not feasible under the circumstances. When taking leave in an unanticipated or emergency situation, an employee must give oral or written notice as soon as is practicable. (Attachment #7)

Certification The County may require the eligible employee to provide certification that:

- 1) The employee or the employee's minor child or dependent is a victim of domestic violence, sexual assault, or stalking; and
- 2) The leave is being taken for one of the purposes set forth in this policy.

Eligible employees shall provide the certification within five (5) working days following the county's written request. Any of the following shall constitute sufficient certification:

- 1) A copy of a police report indicating that the eligible employee or the employee's minor child or dependent was a victim of domestic violence, sexual assault or stalking.
- 2) A copy of a protective order or other evidence from a court or attorney that the eligible employee appeared in or was preparing for a civil or criminal proceeding related to domestic violence, sexual assault or stalking.
- 3) Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, or victim services provider that the eligible employee or the employee's minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, sexual assault, or stalking.

Records All records and information maintained by the County regarding an eligible employee's leave, including the fact that the employee has requested or obtained leave, shall be kept confidential and not released without the express permission of the employee unless otherwise required by law.

Pay and Benefits DVSAS leave may be without pay, unless an employee has accrued leave. An employee who has accrued leave must use accrued sick (if applicable), vacation and or compensatory time during DVSAS leave, as long as such accrued leave is available.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

### **Medical Leave for Family Members**

Eligibility Employees employed at least 180 days and averaging at least 25 hours per week may apply for leave to care for family members.

Length of Leave Eligible employees may take family medical leave for up to 12 weeks within any 12 month period for the care of a family member (relationship as defined by FMLA or OFLA) who suffers from a medically verified serious health condition (illness, injury or impairment -- physical or mental). For accounting purposes, beginning January 1, 2001 the 12-month period will be based on a rolling 12-month calendar.

Advance Notice and Medical Certification Employees should make reasonable efforts to schedule medical treatment so as to minimize disruption of County operations. When possible, employee must give at least 15 days advance notice of the need for leave, and in any event within 3 days of when the employee learns of the need for leave. Notice shall be made by use of a Request for Family Medical Leave form (attachment #1). Medical certification must be provided within 10 days after notice of need for leave is given (attachment #3). Unreasonable failure to provide advance notice and/or required medical certification may result in denial of use of sick leave and result in leave without pay as well as possible disciplinary action. Requests for Family Medical Leave and medical certification shall be

delivered to Human Resources. Upon receipt of the leave request, Human Resources will provide the employee with an Employee Notice (attachment #4) outlining benefits and responsibilities.

Employees seeking family medical leave to care for a family member must submit a medical certification from an appropriate health care provider that the employee is needed to care for a family member who:

- a: Requires inpatient care in a hospital, hospice or residential facility;
- b: Requires continuing treatment by a health care provider;
- c: Requires constant care; or
- d: Is in imminent danger of death, or is terminal in prognosis with reasonable probability of death in the near future.

Family leave may also be taken where an employee's child has an illness which requires home care. After 3 days, the County may require the employee to submit to certification from a health care provider of the necessity for the leave and the estimated time to provide that care. Employees should make reasonable efforts to schedule medical treatment so as to minimize disruption of County operations.

### **Disability Leave - Serious Health Condition or Pregnancy Related Disability.**

Eligibility Leave for an employee's own serious health condition is available after being employed for at least 180 days and averaging at least 25 hours per week.

Length of Leave Eligible employees may take leave for up to 12 weeks in any 12-month period if the employee suffers from a "serious health condition" (illness, injury, or impairment -- physical or mental) that in the judgement and certification of a health care provider renders the employee unable to perform his/her job functions. Up to an additional 12 weeks is available to a woman for an injury or condition related to pregnancy or childbirth. The "serious health condition" requires inpatient care in a hospital, hospice or residential facility, or continuing treatment by a health care provider. For accounting purposes, beginning January 1, 2001 the 12-month period will be based on a rolling 12-month calendar.

A pregnancy-related disability may qualify as a serious health condition. Employees with pregnancy-related disability which do not qualify as a serious health condition as defined above, may also take leave for a reasonable period of time if her health care provider medically certifies that the employee cannot safely perform any available job duties. Employees with pregnancy-related disabilities may also require a transfer to a less strenuous or hazardous position with medical certification of the necessity for such a transfer.

Advance Notice and Medical Certification Employees should make reasonable efforts to schedule medical treatment so as to minimize disruption of County operations. Employee must give at least 15 days advance notice of the need for leave, and in any event within 3 days of when the employee learns of the need for leave. Employees shall use a Request for Family Medical Leave Form (attachment #1). Medical certification must be provided within 7 days after notice of need for leave is given (attachment #2). Failure to provide advance notice and/or required medical certification may result in denial of the leave and disciplinary action. A request for FMLA and medical certification shall be delivered to the Human Resources Department. A second opinion by an independent physician may be required by the County at its own expense.

The medical certification required prior to leave for the employee's serious health condition or pregnancy-related disability must specify the date upon which the condition commenced, its probable duration and appropriate medical facts which verify that the employee is unable to work at all, or is unable to perform any of the essential functions of the employee's position. An employee with a pregnancy-related disability who requires a transfer to a less strenuous or hazardous position must also receive verification of the necessity for the transfer by a health care provider.

Reasonable Accommodation - Extension of Disability Leave Extension of disability leave may be granted as part of the County's efforts to reasonably accommodate an otherwise qualified disabled individual. Such extensions will be considered on a case by case basis. A request for extension must be made in writing and received by the County no later than 14 days from the estimated end of the disability leave. The decision to grant the extension and the length of an approved extension of disability leave will be based upon all relevant factors established by state and/or federal law.

Attachment #1 - Request for Family Medical Leave Form

Attachment #2 - Certification of Health Care Provider for Employee

Attachment #4 - Family Medical Leave Employee Notice

### **Parental Leave**

Eligibility Employees who are either biological or adoptive parents, employed by the County for at least 90 days, excluding seasonal or temporary workers hired for less than six months are eligible.

Length of Leave Eligible employees may take parental leave for up to 12 weeks within any 12-month period following the birth, placement of adoption or foster care of a child under 18 years old. Spouses who are both employed by the County are entitled to a total of 12 weeks of leave for the birth, adoption/foster care, and may apportion the 12 weeks between themselves as they choose.

Advance Notice The employee must request parental leave as far in advance as reasonably and practically possible, and in cases where it is anticipated, at least 30 days notice of intent to take leave is required. Employees will be required to report periodically on his/her leave status and intention to return to work.

### **Under the FMLA, the following apply to all types of leave:**

Intermittent or Reduced Leaves Leave may be taken on an intermittent basis (Separate blocks of time, by the hour or the week), or on a reduced leave schedule (part-time) rather than all at once, when a health care provider certifies that such a schedule is medically necessary and that the medical need is best accommodated through an intermittent or reduced leave schedule. If leave is requested on this basis, the County may require the employee to transfer temporarily to another position which has equivalent pay and benefits, and which better accommodates the recurring periods of absence or part-time schedule.

Reinstatement The position of an employee on authorized leave shall be considered vacant for the period of the leave and the employee shall not be subject to removal or discharge as a consequence of the leave. Provided business circumstances have not changed or the position has not been eliminated, the employee will be restored to his/her former job, or an equivalent job if the former job

is eliminated or unavailable, upon termination of the leave without loss of seniority, pension or other benefits that have been earned at the start of the leave, but reduced by vacation or personal leave used by the employee during the family leave. If the employee cannot be restored to his/her former job, he/she will be reinstated to another position that is available (vacant) and suitable. If an employee is unable to return to work at the end of 12 weeks, the County will terminate the employment, unless otherwise provided by law or approved by the Board of Commissioners upon recommendation of the department head.

Pay and Benefits Family Medical Leave may be without pay, unless an employee has accrued leave. An employee who has accrued leave must use accrued sick and vacation time during the FMLA leave, as long as such accrued leave is available. There will be no accrual or accumulation of benefits during any portion of the leave which is without pay. The County will continue to pay its portion of the group health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the premium may result in loss of coverage. The County will recoup any premium paid during the leave if the employee does not return to work for reasons other than the serious health condition of a family member or the employee, or some other reason beyond the employee's control.

## **HARDSHIP**

Statement of Policy. Umatilla County Exempt Employees may donate accrued vacation leave and/or a maximum of 24 hours of sick leave in a calendar year to any fellow benefitted employees who by virtue of serious illness or injury have exhausted all sick leave and other leaves and are facing the hardship of non-paid leave. The labor management agreements between AFSCME and UCLEA contain language allowing for such donations (AFSCME Local 3742's Article 9, Section 15, Local 1393's Article 13, Section 7 and UCLEA Article 10, Section 9.) The Board of Commissioners have established a procedure for regularizing such donations.

Procedure. When an employee is facing the hardship of a no-pay situation due to serious illness or injury that has reduced that employee's sick, vacation, and compensatory leave balances to zero, either the supervisor, the affected employee or any other employee may request that leave be donated. If the affected employee is represented by one of the Unions, then the request should be coordinated with the local president or union representative/organizer. Such requests should be made after consultation with the affected employee in order to be sensitive to the employee's wishes regarding privacy. Requests for donation should set forth in general the need for the donation and the name and department of the affected employee, using the Hardship Approval Request (attachment #5). Requests will be forwarded to Human Resources. If the situation qualifies as a serious illness or injury and all leave have been exhausted, HR will circulate the request to all County departments. Donations will be dated by the donors or date stamped in order of donation and Human Resources will maintain a confidential list of by whom, how much and when such donations were made. If donations in excess of the specific need are received, surplus donations will be returned to the donors in reverse order of donation. If donated time is returned to the donor and it causes the donor to exceed the vacation cap, the donor shall have up to one month to use the time over the cap. Employees will at no time solicit donations. Each year, an employee may receive no more than the greater of 12 weeks of donated leave or the equivalent of the maximum amount of time allowed under the FMLA or OFLA applicable to the employee's satiation. Leave shall be donated in increments of four (4) hours and the number of hours of donated leave will be credited to

the sick leave account of the employee to who they are donated. Donations must be received consecutively and once the employee reaches a no pay status, additional time may not be donated

Responsibilities All managers and supervisors shall ensure that employees are aware of this Policy. It is the responsibility of managers and supervisors to seek approval, collect donations and route the forms to Human Resources prior to the 20<sup>th</sup> of the month. If received after the 20<sup>th</sup> of the month, donations will be available for use in the months to follow and will not be retro-active. Human Resources shall maintain and administer the process.

Attachment #5 Hardship Approval Request

Attachment #6 Hardship Donation Request

## **UNPAID LEAVE**

EDUCATIONAL After completing one full year of service, an employee, upon written request, may be granted a leave of absence without pay for educational purposes when it is related to his/her employment. Such leave of absence shall be subject to the approval of the Board of Commissioners which shall consider the overall impact of the absence and the best interests of the County. Response for approval or denial shall be in writing.

MILITARY An employee shall be entitled to a military leave of absence without pay during a period of service with the armed forces of the United States for reasons specified in ORS 408.240 and Uniformed Services Employment and Re-employment Rights Act (USERRA) 38 USC 4312. He/she shall, upon separation from the service under Honorable, or such other conditions not arising out of disciplinary proceedings, be returned to his/her last position held at the salary rate prevailing for such class and without loss of seniority. If it is established that he/she is not physically qualified to perform the duties of his/her former position by reason of such service, he/she shall be reinstated in other work that he/she is able to perform at the nearest available level of pay of his/her former class. Such employees shall make application for reinstatement within ninety (90) days of discharge and shall report for employment within three (3) months following separation from active duty. This benefit shall not exist past those terms as listed in ORS 408.240.

FURLOUGH In the event any employee is required to take furlough time, such time shall be considered temporary excused unpaid absence from work. The furlough time off will be taken in full 1 (one) hour increments, on a scheduled workday, and subject to supervisory approval and operating need of the department. Employees may schedule furlough time as part of their vacation or compensatory time off request. Employees may, but are not required to, schedule furlough time on an official county holiday. Unless required by law, employees may not substitute other types of unpaid absences or paid leave to replace furlough leave.

Employees may not, under any circumstance, perform job duties related to their position without being directed out of furlough status by their supervisor, manager, or department head. Employees who perform work during furlough time without specific management authorization may be subject to disciplinary action up to and including dismissal.

Effect of Unpaid Furlough on FLSA Overtime Exempt Status:

(a) When employees in positions designated as exempt from the overtime requirements of state wage and hour and federal fair labor standards are placed on a mandatory furlough, they become non-exempt, overtime eligible employees and are paid on an hourly basis for the entire work week. This means that during furlough week (12:01 a.m. Sunday to 12:00 p.m. Saturday or an alternate workweek established by county policy), employees are scheduled to work 32 hours.

(b) Hours worked between 32 and 40 hour in a furlough workweek by an employee described in this section is compensable at straight time. Hours worked over 40 is compensable at the overtime rate of pay in accordance with county policy.

**OTHER LEAVE WITHOUT PAY** In instances where the work will not be seriously handicapped by the temporary absence of an employee, and upon the recommendation of the Department/Division Head, the Board of Commissioners may or may not, at its sole discretion, grant a leave of absence without pay not to exceed ninety (90) consecutive calendar days after considering the reason for the request, the overall impact of the absence and the best interests of the County. Accrued vacation and compensatory time must be taken before leave without pay. All requests for leave shall be in writing, shall be directed to the Department Head and the Board of Commissioners containing reasonable justification for approval. Response of approval or denial shall be in writing. Any unpaid leave of 24 hours or more must be pre-approved by the Board of Commissioners.

No employee benefits shall be granted to any employee while on an unpaid leave, with the exception of mandated furlough hours.

**OTHER PAID LEAVE**

**WITNESS OR JURY DUTY** When a County employee is called for jury duty or is subpoenaed as a witness before a court, committee or judicial body on a matter relating to the performance of official county business, he/she shall not suffer any loss of his/her regular County compensation during such absence; however, he/she shall be required to transfer any compensation, other than mileage, he/she received for the performance of such duty to the County.

**MILITARY LEAVE** For all periods of active duty or for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, any officer or employee of this county, is entitled, upon application therefore, to leaves of absence from scheduled work not exceeding a total of 15 days in any one training year, without loss of time, pay or regular leave and without impairment of efficiency rating or other rights or benefits to which the officer or employee is

entitled. Military leave with pay shall be granted only when an employee receives and provides the County with bonafide orders to temporary active or training duty. ORS 408.290.

CONFERENCES AND CONVENTIONS Decisions concerning attendance at conferences, conventions or other meetings at County expense shall be made by the Department Head with the approval of the Board of Commissioners. Permission shall be granted on the basis of the following: 1) an employee's participation in or the direct relation of his/her work to the subject matter of the meeting, 2) the expense involved with such conference or convention and 3) the length of such conference or convention. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the County or otherwise if in a leave status.

OTHER Authorized duties in connection with County business.

NATURAL DISASTERS In the event the County has been declared a disaster area by act or proclamation of the Board of Commissioners, employees engaged in rescue or related duties because of a natural disaster shall be paid their regular salary.

EDUCATIONAL LEAVE Employees will be granted time away from their worksite when directed by the County or Department Head to attend conferences, seminars or educational programs of similar nature that are intended to improve or upgrade the employee's skill and professional ability.

BENEFITS Employee benefits shall not be forfeited while an employee is on leave with pay.

ADMINISTRATIVE LEAVE Any Department Head approved or directed leave with pay deemed to be in the best interests of the County. Administrative Leave exceeding ten (10) days must be approved by the Board of Commissioners.

UMATILLA COUNTY  
By Its Board of Commissioners

By: \_\_\_\_\_  
George Murdock, Chairman

\_\_\_\_\_  
Date Adopted

Policy Attachments are as follows:

Attachment #1 Request for Family Medical Leave Form

Attachment #2 Certification of Health Care Provider for Employee

Attachment #3 Certification of Health Care Provider for Family Member

Attachment #4 Family Medical Leave Employee Notice

Attachment #5 Hardship Approval Request

Attachment #6 Hardship Donation Request

Attachment #7 Request for Victim of Domestic Violence, Sexual Assault, or Stalking Leave Form