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COBEA Counter to City
May 16, 2019
Time: _____

ARTICLE 18 – LEAVE OF ABSENCE

Section 18.1 Leave of Absence with Pay. Employees may request a leave of absence with pay. No leave of absence with or without pay shall be granted unless a request by the employee is submitted and, if required by this Article, approved by the Department Head ~~in accordance with this Agreement~~ prior to the beginning of the leave period. Each request will be considered and judged on its own merits and the following guidelines used by the Department Head with the concurrence of the City Manager. Leave provided in this section is concurrent to any leaves provided under OFLA. Family member is defined as provided by OFLA (OAR 839-009-0210(7)). For the purposes of this Article, one work day equals eight (8) hours.

- (a) Bereavement Leave. In the event of a death in the immediate family, an employee shall be granted a leave of absence not to exceed five (5) working days with pay per occurrence. Provided that travel to attend the service or other responsibilities exceeds 250 miles, the employee will be granted an additional eight (8) hours of leave of absence.
- (b) Funeral Participation. When an employee serves as a pallbearer, speaker or usher for a funeral ceremony, he will be granted a leave of absence with pay for the time required to attend up to one (1) day.
- (c) Witness or Jury Duty. When a City employee is called for jury duty or subpoenaed as a witness on behalf of the City or in a case involving the City, he/she will not suffer any loss of compensation. All monies received for witness or jury duty will be surrendered to the City. Employees will report for work when less than a normal workday is required by such duty.
- (d) Educational Leave. Employees will be granted time off with pay for educational purposes to attend conferences, seminars, briefing sessions, training programs and other programs of a similar nature required by the employee's position. The granting of educational leave is at the sole discretion of the Department Head or designee.
- (e) Official Leave. Leave with pay shall be granted for actual work time missed for an appearance on the City's behalf, connected with their official duties before a court, legislative committee, judicial or quasi-judicial body as a witness if required by the City. Employees shall return to the City any compensation, excluding mileage, received as a result of such duty.
- (f) Natural Disaster/Life Threatening Leave. A provision created to accommodate natural disasters and/or life threatening situations. If there is a building emergency, a bomb threat, or a natural disaster, special leave will be granted to City employees. The granting of this leave is at the sole discretion of the Department Head or designee.
- (g) Performance Leave. Positions listed in Article 8, Section 1 are eligible for Performance Leave under the same terms and conditions as eligible non-represented

employees. The decision to award or not award, the amount of award, and all other provisions of Performance Leave for these employees will not be subject to the grievance procedure contained in Article 10 of this Agreement, and are at the sole discretion of the City. Employees who are awarded Performance Leave may elect to convert part or all of the leave award to compensation if Departmental budgeted funds are available.

Section 18.2 Leave of Absence without Pay. An employee may be granted a leave of absence without

pay with approval as specified below. An employee's position will be held open until the ending time stated in the leave requested, after which reinstatement is dependent upon the availability of the position's vacancy for which the returning employee is qualified.

Request for a leave of absence must be in writing, stating the beginning and ending time of the leave and must include justification for approval of the request.

Requests will be evaluated according to the City's Personal Leave policy contained in the Employee Handbook, Section 9.10 as follows:

Regular full-time and part-time employees may be granted a personal leave of absence without pay under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that does not fall under the guidelines of the Family and Medical Leave policy, or other leave policy. A personal leave of absence is granted at the discretion of the City Manager and is normally granted to protect the length of service and benefit rights for an employee whose service might otherwise be terminated.

A written request should be submitted to your Department Head at least five (5) working days in advance of any time not worked which exceeds ten days, except in cases of emergency. All leave requests must include an expected date of return. If you do not return within three days of that date, and no extension has been requested, you will be assumed to have voluntarily resigned.

Personal leaves of absence are without pay.

Insurance coverage will not be maintained for you while on a personal leave of absence. You may continue insurance coverage by paying the full premium by the first of each month if continuance of insurance coverage is desired. Benefits do not accrue during a leave of absence but are retained at the same level.

Section 18.3 Military Leave. Military Leave will be granted consistent with State and Federal laws as well as the City's policy contained in the Employee Handbook.

Section 18.4 Parental and Family Leave. Parental and Family Leave will be granted consistent with State and Federal laws as well as the City's policy contained in the Employee Handbook.