

## ARTICLE FIFTEEN – LEAVES WITHOUT PAY

### 15.1 Leave Without Pay

employees hired into budgeted positions of .500 FTE or greater)

- 15.1.1 A permanent employee may be granted a leave of absence without pay for up to one (1) year when, in the College's judgment, the department can accommodate the absence. Requests for such leave must be in writing and must establish sufficient justification for approval. Such requests will be submitted to the College to allow an adequate time for review. Responses to such requests will be given to employees in time to allow sufficient opportunity for planning.
- 15.1.2 An employee desiring to return from such approved leave of absence of up to four (4) months shall notify the College in writing at least fourteen (14) calendar days prior to the date of intended return. Employees desiring to return from leaves of absence of four (4) months or more shall notify the College in writing at least sixty (60) calendar days prior to the date of intended return. The College shall return the employee to the employee's former position if that position exists, or to a comparable position in the occupational category for which the employee qualifies.

### 15.2 Parental Leave

r employees hired into budgeted positions of .500 FTE or greater)

- 15.2.1 Maternity disability will be considered just as any other valid temporary disability. The actual length of such leave shall be determined by the employee's doctor, except that in no case shall such leave be granted or extended beyond a total of one (1) year. Parental leave up to one (1) year shall be allowed, upon request, for the care of infant children.
- 15.2.2 An employee returning immediately following the period of actual disability shall be returned to the same position that he/she held at the time the leave was granted. An employee granted parental leave or maternity leave beyond the period of actual disability shall be returned in accordance with the provisions outlined in Article 15.1, Leaves Without Pay.

### 15.3 Military Leave of Absence Without Pay

- 15.3.1 An employee who is a member of the Active and Reserve components of the armed forces of the United States shall be entitled to a military leave of absence without pay during a period of service with the armed forces of the United States. The employee shall, upon honorable discharge from such service, be returned to a position in the same class as his/her last held position at the salary rate prevailing for such class in accordance with USERAA guidelines.

### 15.4 Family Medical Leave – OFLA/FMLA

- 15.4.1 Family medical leave shall be allowed in accordance with State and Federal statutes and relevant Oregon Bureau of Labor administrative regulations. The College shall comply with state and federal family medical leave guidelines concurrently in a manner that affords employees the maximum allowable benefit of accrued leave and family medical leave. In evaluating an employee's eligibility, the College uses the prior twelve month period to determine if an additional FMLA and/or OFLA leave is available. This is referred to as a "rolling backward" year for OFLA/FMLA eligibility. If any balance of the twelve weeks has not been used during the preceding twelve months, the eligible employee is entitled to use any of the remaining balance. For purposes of OFLA/FMLA, the College and Union agree that the definition of "immediate family" in Article 14.1 shall apply.

### 15.5 Political Leave

- 15.5.1 A classified employee at .500 FTE or greater who is elected or appointed to a public office which requires her/his absence from their College assignment for an extended period of time shall be granted a political leave of absence for the duration of such public service. Such leaves of absence shall be unpaid.

- 15.5.2. Upon her/his return, she/he shall be placed at the same level and step on the classified compensation schedule as she/he was at the time that the political leave of absence was granted.
- 15.5.3 An unpaid leave of absence for up to ninety (90) calendar days shall be granted per fiscal year to any contracted employee upon application to Human Resources for the purpose of running for political office.