

Management and Confidential Employees Leave Information

Vacation

Scheduling and Use of Vacation Leave

Vacation leave is scheduled in advance with the approval of the employee's manager and should be planned cooperatively with the employee. Vacation leave will be scheduled in such a manner as to minimize disruption to the organization. Managers must be reasonable in allowing the use of vacation leave and may not unreasonably deny vacation requests where the result would be the forfeiture of accrued vacation. For purposes of calculation, one normal workday is the equivalent of eight hours of vacation leave for a full-time employee. Holidays falling within a period of vacation leave will not be counted against vacation leave.

Separation from Employment

Upon separation from employment, an employee will be paid for any accumulated vacation leave. The employee is responsible for repayment of any overuse of accrued vacation leave. The ending date of employment cannot be extended by using vacation. Exceptions to this policy must be approved by Human Resources.

Vacation Accruals

Management and confidential employees with a 1.0 FTE assignment accrue 13.333 hours of vacation per month (20 days per year). Management and confidential employees with assignments of less than 1.0 FTE accrue vacation in proportion to their FTE. Management and confidential employees accrue vacation on a monthly basis, beginning the first calendar month of employment. Vacation accrues on the last day of the month and is available for use the first day of the next month. Vacation leave will not accrue to any employee on leave without pay or suspension with duration of more than 30 days.

Maximum Vacation Leave Accrual Balance

An employee's total balance of accrued vacation may not exceed 320 hours. The hours of vacation leave earned each month will be adjusted to ensure that the maximum accrued vacation limit is not exceeded.

Sick Leave

Employees will have 10 days of sick leave placed in their sick leave bank upon beginning employment and will accrue one day of sick leave per month worked. Yearly accruals will be posted on the first day of each fiscal year. Employees working less than 1.0 FTE in a fiscal year will have sick leave accruals prorated. There will be no limit on the number of days accumulated during an employee's employment. If termination occurs before the end of the fiscal year, sick leave

accruals will also be pro-rated. For Tier 1/Tier 2 members (does not apply to OPSRP members) sick leave balance at the time of retirement/termination will be reported to Public Employees Retirement System (PERS) to be used in benefit calculation as per PERS' Sick Leave Program. Upon employment separation, sick leave hours that are not used will be forfeited without compensation for those hours.

The employee must communicate to the supervisor as soon as possible their absences due to illness or injury. An employee may be required to furnish a doctor's certificate of proof of illness for recurring, frequent, or long lasting absences as determined by the College. Excessive absenteeism is defined as a pattern of sick leave use in excess of the regular accrual rate. Exceptions to this standard because of extenuating circumstances may be made by Human Resources.

Upon return from sick leave for a serious illness or injury or after an extended absence for a serious illness or injury, employees will return to duty only if a qualified physician certifies that the employee is able to resume work. Sick leave may be used for short-term medical emergencies/assistance for family members.

At the discretion of the College, an employee may use unearned sick leave days to cover the period between the expiration of earned sick leave and the beginning of the long-term disability income plan. Maximum unearned sick leave available will be 50 days.

Personal Leave Days

Management and confidential employees will receive up to 2 days (16 hrs) of personal leave per fiscal year to be used for personal reasons and are not accumulated or paid out upon separation of employment. For non-exempt positions, personal leave can be used in hour increments at the employee's discretion with prior approval from their immediate supervisor.

Bereavement Leave

An employee will be allowed three days without loss of regular wages in each case of death of a family member. "Family member" shall be interpreted to mean spouse, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers and sisters of the employee." If additional days are required, the employee may use personal business days or vacation days. As an exception and with approval of supervisor and Office of Human Resources, an employee *may* be granted an additional two days for more time to allow for out of state travel.

Civil Duty Leave

An employee on jury duty or who is subpoenaed in connection with their role as a College employee will give to the College any compensation for this service (excluding mileage) but will receive a regular paycheck. Satisfactory evidence of serving as a juror or as a subpoenaed witness must be given to the employee's immediate supervisor.

Comprehensive Leave

All cases not covered by other types of leave and which involve hardship will be given individual consideration. The President may approve comprehensive leaves not exceeding ten days. Comprehensive leaves of greater length will require Board approval. Approval may include consideration of pay for such leaves.

Family Medical Leave

Employees eligible for family medical leave may take leave in accordance with the Federal Family & Medical Leave Act (FMLA) and the Oregon Family and Medical Leave Act (OFLA). For Mt. Hood Community College's full Family Medical Leave policy, please see the Family Medical Leave website at http://home.mhcc.edu/HR/ee_resources/benefits/fml.htm

Holidays

Employees will be paid for 13 holidays. These holidays are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, the four days between Christmas and New Years, New Years Day, Memorial Day and typically either Martin Luther King Day or President's Day in alignment with represented employee contracts. If a holiday falls on Saturday, Friday will be the holiday. If a holiday falls on Sunday, Monday will be the holiday.

Non-exempt employees required to work on a holiday will receive regular pay for the holiday plus straight time.

Leave Without Pay

A leave without pay may be granted under any of the following conditions:

- Personal illness which is not covered by sick leave;
- Personal illness which is not covered by the FMLA/OFLA;
- Personal reasons when, in the College's judgment, the work for which the employee is responsible will not be adversely affected by the absence.

Requests for any leave without pay will be in writing to the employee's immediate supervisor for approval. Requests in excess of 15 calendar days must also be submitted to the Office of Human Resources for approval. Reinstatement may not be guaranteed in cases where extended leave is requested and is not covered by a statute or policy.

Military Leave

Such leave will be granted in accordance with the Uniformed Services Employment and Reemployment Act Rights of 1994 (USERRA) law.

Long Term Disability Plan

In case of an illness or injury that prevents the employee from working more than 30 consecutive days, an employee may, at any time after a 90-calendar day waiting period, utilize the benefits provided in the College's long term disability income plan.

The College will continue to provide insurance coverage for a period of up to two months while the member is receiving benefits under the College's Long Term Disability Income Plan.

Upon an employee's request to resume duties following a temporary disability, the Office of Human Resources may require an examination by a physician to determine the employee's fitness to resume full-time duties.