

Unpaid Leaves

All unpaid leaves must be authorized by the District. Leaves of absence may be granted up to a period of twelve (12) months and are to be requested at least thirty (30) days prior to beginning the leave.

Employees on unpaid leave retain their seniority and benefits upon return from leave. During the unpaid leave, benefits may be purchased at the District rate, subject to insurance carrier terms. Upon return to work the employee may be eligible for reassignment within the District, if a vacancy exists for which the employee is qualified.

Medical/pregnancy leave for up to four (4) months will be granted with return to same position held at time of leave, unless a reduction in force results in layoff.

For categories that apply for unpaid leave of absence, see Article 12.

Both OSCD and OSEA have collaborated to put together this brief summary of information about leaves. Please refer to your Collective Bargaining Agreement for full details on each leave.

Questions and Answers About Leaves:

- Q: If I am out of sick leave, can I be allotted any more?**
- A: No
- Q: Can I use sick leave to care for a sick child?**
- A: Yes. An employee may use any amount of their accumulated sick leave to care for a member of the employee's "Immediate Family". (Article 16)
- Q: I want to take an extended vacation at Thanksgiving time. What kind of leave can I use for that?**
- A: You may not use personal leave to extend a vacation. With approval from the District, you may be able to take unpaid leave.

OREGON CITY SCHOOL DISTRICT & OREGON SCHOOL EMPLOYEES ASSOCIATION

**EVERYTHING YOU WANTED
TO KNOW ABOUT LEAVES...**



BUT WERE AFRAID TO ASK...

Oregon City School District classified employees are granted various types of leaves in the Collective Bargaining Agreement. These are some specifics to clarify the kinds of leaves available, how they are accessed, and what guidelines are to be followed by the employee, school, and District.

SICK LEAVE

Employee's Illness

Classified employees receive ten (10) days of sick leave each year to be used for their own illness or injury. Sick leave may also be used for doctor or dentist visits that must be scheduled during the workday. Accumulated sick leave may be used each year when an absence is required due to an illness of the employee's immediate family.

When an employee is absent from work for five (5) or more days, the District may ask for an attending physician's certification of the illness.

"Immediate family" means:

- Spouse.
- Children, grandchildren, or grandparents.
- Parents and siblings of employee or spouse.
- Others who are living in the employee's house.

Accumulated sick leave may also be used for pregnancy and parental leave for newborn childcare or adoption. Insurance benefits continue as long as accumulated sick leave is used or the employee qualifies for OFLA or FMLA. When paid benefits are no longer available, the employee may purchase insurance at the District rate.

FMLA and OFLA

Accumulated sick leave may be used for family illnesses qualifying under the Family Medical Leave Act (FMLA) and/or Oregon Family Leave Act (OFLA). To determine if a family illness qualifies for FMLA or OFLA, contact the Human Resources Office. It is important to note that both FMLA and OFLA will require an attending physician's certification that the family member is ill with one of the qualifying illnesses and that the employee is the primary care giver. Call HR or your OSEA rep. for more information.

BEREAVEMENT LEAVE

The district provides up to five (5) days of paid leave for bereavement. In addition, if an employee qualifies for OFLA, they may take up to two full weeks (10 working days) for bereavement. OFLA and District Bereavement will be used concurrently. The employee's accumulated sick leave will be used for any number of days beyond five (5) days.

Bereavement may be used for the following categories:

- Spouse.
- Children, grandchildren, or grandparents of teacher or spouse.
- Parents or siblings of teacher or spouse.
- Step-relatives of teacher or spouse.
- Other persons who have lived in the teacher's household as family members.
- Persons with whom the teacher has lived as a family member.
- Close friend (one leave day allowed).

PERSONAL LEAVE

Personal leave is a negotiated benefit, not a leave of right. It is to be used only when needed. Not everyone is expected to use all allotted days each year. Use on Mondays or Fridays is discouraged. Classified staff are granted three (3) days of non-accumulative personal leave yearly.

Personal Leave Use

Personal leave **shall be granted** for:

- Medical, legal, or business of a personal nature.
- Religion.
- Family Illness.
- Emergency reasons necessitating absence during school hours.

Personal Leave **shall not be granted** for:

- Recreation or leisure matters.
- Activities related to a second business or occupation.
- Extending a vacation or holiday.

Guidelines (See Article 12)

- 72 hours in advance notification (except in the case of an emergency).
- The emergency/business leave may not be used to extend the employee's vacation or holiday season or to participate in litigation against the District.
- If an employee has used all emergency leave due in part to inclement weather, the employee may apply to the superintendent or designee for up to one additional day of emergency leave.