

5.0 TIME OFF

5.1 VACATION BENEFITS

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work.

Vacations must be scheduled and approved by department supervisor with concurrence of the District Manager (or the District Manager in the case of senior staff and department supervisor reporting directly to the District Manager). It is in the employee’s best interest to schedule vacation with as much notice as possible. Vacation leave may not be used in conjunction with sick leave. An employee may utilize vacation leave in lieu of sick leave.

5.1.1 Vacation Credits

- (1) Vacation credits will be posted on the employee’s hire anniversary date.**
- (2) The employee must be employed on their hire anniversary date to receive vacation credits.**
- (3) No vacation leave will be credited during the initial employee orientation period.**
- (4) Because leave is advanced to the employee each year, the District will only pay a pro-rated amount of credited vacation hours, less amount taken for current year, to the employee upon separation of employment per table 5.1.1 (below)**

Table 5.1.1 Cash Out of Vacation upon Separation of Employment

Service Years With the District					
Month After Anniversary Date	Completion of Orientation Period	Year 1 < 5 Hours Paid Out	Year 5 < 10 Hours Paid Out	Year 10 < 15 Hours Paid Out	Year 15 or greater Hours Paid Out
1	0.00	6.67	10.00	13.33	16.66
2	0.00	13.34	20.00	26.66	33.32
3	0.00	20.01	30.00	39.99	49.98
4	0.00	26.68	40.00	53.32	66.64
5	0.00	33.35	50.00	66.65	83.30
6	0.00	40.00	60.00	79.98	99.96
7	6.67	46.67	70.00	93.31	116.62
8	13.34	53.34	80.00	106.64	133.29
9	20.01	60.01	90.00	119.98	149.97
10	26.68	66.68	100.00	133.32	166.65
11	33.35	73.34	110.00	146.65	183.32
12	40.00	80.00	120.00	160.00	200.00

Annual Vacation hours will be credited in the following matter:

- A. After** satisfactory completion of the orientation period, 40 hours shall be credited.
- B. After** Twelve (12) months, 80 hours shall be credited.
- C. After** Sixty Months (60) months, 120 hours shall be credited.

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D. After One Hundred Twenty (120) months, 160 hours shall be credited.

E. After One Hundred Eighty (180) months, 200 hours shall be credited.

5.1.2 Carry Over - An employee shall be permitted to carry over up to a maximum of 40 hours of unused vacation time from one employment year to the next. Any unused vacation time over 40 hours, shall be lost to the employee, if not used by their anniversary date. **All carried over vacation from one year to the next shall be paid in full upon separation of employment.**

5.1.3 Exempt Salaried Employee - Any full day taken off in an exempt employee's normal work week due to vacation shall require that exempt employee to use leave. If no leave is available, that employee shall not be paid for that day as pro-rated from their salary.

5.2 HOLIDAYS

The District recognizes the following holidays:

New Years Day
Martin Luther King Junior Day
Presidents Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
One half day off before Christmas Day
Christmas Day

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

5.3 SICK LEAVE/PERSONAL BUSINESS LEAVE

5.3.1 Use of Sick Leave - An employee shall be allowed to use their sick leave when an employee is unable to work because of personal illness, injury, or communicable disease that would endanger other employees or the public. Sick leave shall be allowed for personal medical, counseling, dental care, or other medical related appointments. Sick leave for parental and family shall be permitted as specified by Oregon or Federal Law, or by serious illness or disability of the employee's spouse, father, mother, brother, sister, son, daughter, grandfather, grandmother (this includes in-laws, foster and step), grandchildren, uncle, aunt or relative of either spouse or domestic partner **whether or not** living at the employee residence; **or others living at the same residence** of the employee.

5.3.2 Accrual – Regular Employees shall accrue four (4) hours of sick leave per pay period.

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No Sick leave will be accrued during the initial orientation period. An employee in the initial orientation period needing time off will need to get their supervisor's approval. Leave taken during the initial orientation period will be considered unpaid leave. After Six (6) months or satisfactory completion of the initial orientation period, whichever is longer the employee shall be credited with **48 hours** sick leave.

Unused sick leave may accumulate up to a maximum of 960 hours. Accrued sick leave shall not be paid upon separation from employment with the District (including retirement).

If an employee exhausts all of their accrued sick and vacation leave because of an extended illness or injury, other employees may donate "Vacation Hours" or "Sick Hours" to that employee up to a maximum of 24 hours per employee. An extended illness leave donation request must be filled out and signed by the District Manager and submitted to Director of Administrative Services.

5.3.3 Exempt Salaried Employee - Any full day missed in an exempt employee's normal work week due to health reasons (sickness), shall require that employee to use accrued sick or vacation time. If no accrued sick or vacation time is available, that employee shall not be paid for that day as pro-rated from their salary.

5.3.4 Notification of Inability to Work - Employees who are unable to report to work due to personal or dependent illness or injury must contact the front office by 8:00 a.m. The front office will then notify their immediate supervisor. If an employee becomes sick during the day, the supervisor shall be notified before the employee leaves work. The supervisor will then notify the front office. When sick leave is taken to care for a dependent the District expects that other care arrangements will be made as soon as possible.

5.3.5 Bereavement Leave - A leave of absence with pay for up to five (5) working days in any calendar year may be granted an employee when a death in the employee's immediate family requires the absence of an employee to attend services. Should circumstances require an employee to be absent longer than the five (5) working days, the days in excess may be charged against accumulated sick leave. Immediate family means the immediate family of the employee or of the spouse, and is intended to include parents, children, grandparents, stepchildren, grandchildren, and siblings and members of the employee's household. For funerals not otherwise covered above, if an employee must lose work due service as a pallbearer, the employee shall be reimbursed for such lost work at the employee's straight time hourly rate up to a maximum of four hours pay.

5.3.6 Personal Business Leave - An employee will be credited with twenty (20) hours of personal business leave each year on their anniversary date. Personal business leave is offered to employees in order to conduct personal business. This leave must be approved in the same way vacation leave is approved. No rollover or cash out shall be allowed for unused personal business leave. Personal leave may not be used in conjunction with sick leave. An employee may utilize personal leave in lieu of sick leave.

5.4 JURY DUTY

If a summons for jury duty is received, the employee shall notify their department supervisor. Arrangements will be made to reassign work and time off will be granted. Jurors shall remit to the District payments received for jury duty or donate their pay as provided by the juror clerk (except meals & mileage when using personal vehicle) and will be paid regular wages. Employees are

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expected to report for work when not selected for a jury on any day, or when jury duty requires only part of a day.

5.5 MATERNITY

Disability or illness caused by pregnancy will be treated the same as any other temporary physical condition requiring time off from work.

An expecting employee may continue to work as long as the employee performs their job satisfactorily, attends work regularly, and is physically able to perform their work. If required to leave work per physician advice, leave should be coordinated with the employee's supervisor. The portion of leave during which the employee is unable to work for physical reasons will be covered under the District's standard employee sick pay or disability pay programs.

Additional unpaid personal leave, up to three months, may be arranged with the department supervisor's approval, subject to verification by Director of Administrative Services, where work circumstances permit.

An employee taking pregnancy leave will be returned to work without loss of seniority or other service credits accrued on the date the leave commences. If the employee's job is no longer available when reinstatement is sought, the District Manager will reinstate the employee to any other open position which is available and suitable at that time.

5.6 MILITARY LEAVE

5.6.1 Reinstatement - Any employee who takes time off to serve in the armed forces is eligible for reinstatement to their previous position or a similar position, if the employee meets ALL of the following conditions:

- The employee is currently able to do the job being reinstated to
- The employee must have given notice of military leave, prior to taking leave for military service.
- The employee must have spent no more than five years on leave for military service.
- The employee must have been released from military service under honorable conditions.
- Veterans and reservists returning from active duty must have notified the District of their intention to resume their former jobs within 90 days of release from duty.
- Reservists and guardsmen returning from training must have informed the District of their training obligations and must have reported back at the "next regularly" scheduled pay period.

5.6.2 Paid Military Leave - For an employee who has been employed at least six months with the District, military leave shall be without loss of all benefits and pay for up to a total of fifteen (15) calendar days per year.

5.6.3 Unpaid Military Leave - All military leave of absence in excess of 15 days per year shall be granted without pay. Existing pay rates or sick leave benefits shall not be reduced due to military leave. The District will not pay for group health, vision, life, disability or dental insurance premiums during any portion of military leave exceeding two weeks in total duration.

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5.6.3.1 Medical Coverage During Unpaid Military Leave - If the service is 31 days or more, the employee may be required to pay up to 102 % of the total group health, vision, life, disability or dental insurance premiums.

5.6.3.2 Pension Coverage During Unpaid Military Leave - All pension plans in which benefits are earned for length of service shall be maintained.

5.7 UNPAID LEAVE OF ABSENCE

5.7.1 General - Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on District operations.

5.7.2 Unpaid Leave Requests - Leave Request must be submitted in writing and must be approved in writing by the employee's department supervisor before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the department supervisor before the extended period of a leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

5.7.3 Status of Employee Benefits during Personal Leave - The District will not pay for group health, vision, life, disability or dental insurance premiums during any portion of an unpaid leave of absence exceeding two weeks in total duration. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the entire period of the leave for any employee requesting more than two weeks of unpaid leave must be paid before the employee begins the leave. Leave will not accrue/credit during personal leave of absence.

5.7.4 Domestic Violence Victims/Crime Leave Law - The District allows eligible employees to take unpaid time off to deal with issues arising from being a victim of domestic abuse, rape or stalking for the following purposes:

- (1) To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent.
- (2) To seek medical treatment for or to recover from injuries caused by domestic violence, sexual assault or stalking.
- (3) To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional or services from a victim services provider.
- (4) To relocate or take steps to secure an existing home to ensure the employee's own or the children's health and safety.
- (5) Crime victims may take leave to attend a criminal proceeding.

Employees are allowed to use credited vacation leave or other paid leave in lieu of unpaid time.