

PURPOSE:

To provide guidelines for attendance and leaves.

SCOPE:

The policy shall apply to all regular full-time employees.

RESPONSIBILITY:

Employees shall manage the selection and general use of personal leave. It is the duty and responsibility of the Deputy Chief of Operations to manage the vacation/holiday roster for shift personnel. Individuals shall manage their own personal leave accounts with supervisor's oversight and approval.

Personnel must complete the Time Off Request Form for leave time covered under this policy and have signed supervisor approval in advance of taking the leave. Any Time Off Request Forms for the month shall be attached to the employee's time sheet.

POLICY:

ATTENDANCE

Employees are expected to adhere to assigned work schedules. If an employee is unable to report for work on time or will be absent for the day, their immediate supervisor must be notified and given the reason for the absence. If the absence extends for five days without proper notification, the employee may be considered to have voluntarily terminated their employment with the District.

VACATION BENEFITS

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits. Part-time and temporary employees are ineligible for employer paid vacations and holidays.

The District may offer to purchase, on an annual basis, vacation credits dependent upon district funds.

Vacations for shift personnel for the year will be scheduled during the month of January based upon seniority. Thereafter, vacations will be approved on a first-to-apply basis.

Accrued and unused vacation benefits shall be paid upon termination of District employment to regular full-time employees. Vacation credits shall not accrue during any unpaid leave of absence.

Employees requesting more than two weeks off at one time, shall submit in writing to

the Fire Chief, the dates and amount of time, no later than 30 days prior to the requested time off.

Probationary career employees may not take vacation during probation.

Vacation credits will be posted monthly as follows for employees:

Administrative Staff Vacation Accrual Schedule:

<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>
1 through 2	8 hours per month
3 through 4	9 hours per month
5	10 hours per month
6 through 7	11 hours per month
8 through 9	12 hours per month
10	13 hours per month
11 through 14	14 hours per month
15 through 19	15 hours per month
20 through 24	17 hours per month
25 through 29	18 hours per month
30+	19 hours per month

Shift Personnel Vacation Accrual Schedule:

<u>Years of Continuous Service</u>	<u>Annual Accrual Rate</u>
1 through 2	4 shifts per year
3 through 5	6 shifts per year
6 through 9	8 shifts per year
10 through 12	10 shifts per year
13 through 15	11 shifts per year
16 through 19	13 shifts per year
20 through 24	14 shifts per year
25+	16 shifts per year

Maximum vacation accrual is 360 hours at an employee’s anniversary date. Hours in excess of 360 shall be forfeited or may be directed as time off or paid in the District’s discretion on the employee’s anniversary date unless purchased by the District. For this purpose anniversary date is the full time date of hire.

Normally vacation/holiday time for shift personnel will not be authorized in less than twelve (12) hour segments. However, the Chief Officer has the authority to modify this when shift operations will not be unduly compromised by the action.

HOLIDAYS

Regular Holidays: Regular full-time employees except personnel assigned to shift scheduled workweek, shall earn one 8-hour shift per month that shall be in lieu of holiday and personal days. The Fire Chief may authorize 40-hour personnel to work a holiday. 40-hour personnel working a holiday shall be compensated at their straight time rate.

All 40-hour personnel must use the 9 holiday days within the calendar year. Because the policy manual and past practice has provided these days to be used at the individual's discretion, this practice will continue. 40-hour employees may be authorized to work on a holiday and utilize the earned holiday time at a later date within the calendar year. An exception to this rule is when the Fire Chief authorizes straight-time compensation for 40-hour personnel for working a holiday when working the holiday is an operational need or requirement.

40-hour employees may not carry more than 3 of the 12 earned 8-hour holiday days into the next calendar year. The 3 earned holiday days that can be carried are considered personal days and may be carried as long as the employee desires. An example of the carry-over policy when the employee has a balance of 3 days carried from the previous year: if the employee chooses not to take an additional 3 days (personal days) in the following year, the employee's total balance at the end of that year will be 6 days.

Shift personnel shall be compensated for four (4) holidays worked annually. Compensation will be at the employee's straight time rate. Shift personnel shall accrue 8 hours of holiday each month. Shift personnel are eligible to take up to 96 hours (4 days) in 24 hour increments any time during the July 1 through June 30 period. Any holiday time taken and owed (not yet earned) during the year will be deducted from any termination check. Any time earned and not taken of the 96 hours earned each year will be paid for at straight time with the June paycheck.

Recognized holidays are:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

SICK LEAVE

Sick leave will be provided to regular full-time employees and shift personnel and will accrue at a rate of twelve (12) hours per month with no maximum accrual. Part-time and temporary employees are ineligible for sick leave. Sick leave is not intended to be used as vacation or extension of vacation.

Employees who are unable to report to work due to personal illness or injury, or an immediate family member's illness or injury, must contact their immediate

supervisor within 30 minutes of their scheduled starting time. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work.

All unused sick leave benefits accumulate from year to year. Employees are not paid for unused sick leave upon employment termination. Up to one-half of total hours of accumulated sick leave will be credited to an individual's PERS account upon retirement. For personnel covered by OPSRP, sick leave hours are not counted for retirement credit purposes.

Personnel who deplete their sick leave may request to use accrued vacation time until such time as that is exhausted.

Personnel may utilize sick leave to attend to medical or dental appointments. If sick leave is used, it must be documented on the individual's timesheet.

BEREAVEMENT LEAVE

In addition to regular sick leave, an employee shall be granted one scheduled shift or up to three (3) 8-hour days leave of absence with full pay in the event of the death of an immediate family member. If additional time is needed, it may, with approval of the Fire Chief, be credited against accrued sick leave.

"Immediate family member" is defined as: A member of the employee's household, the child or dependent of the employee or employee's spouse, and the parent, grandparent or sibling of the employee or the employee's spouse.

JURY DUTY

The District will grant time off with pay to employees required to serve on a jury. All pay received for serving as a juror while on duty, except mileage reimbursement, must be remitted to the District. Day personnel will report for duty for the remainder of the day if released from jury service two (2) hours or more before the end of their regular work day. Shift personnel will report for duty for the remainder of their shift if released from jury service on or before 1900 hours.

WITNESS FEES

If an employee is called as a witness in a legal proceeding, the employee shall notify the department head. Arrangements will be made to reassign work and time off will be granted. Employees serving as witnesses: if the employee is called as a witness as a result of the employee's activities for the District and as other than plaintiff in an action against the District, the employee will pay the District the payments received for witness fees, except mileage when using a personal vehicle, and will be paid their regular wages. Employees are expected to report for work at the District when they are required to appear for a partial day's service.

MATERNITY

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

An expectant mother may continue to work as long as she performs her job satisfactorily, attends work regularly, and is physically able to perform her job. She should leave work when her doctor advises her to do so; and her leave should be coordinated with her supervisor. The portion of her leave during which she is unable to work for physical reasons will be covered under the District's standard employee sick leave program.

Additional unpaid personal leave for maternity, up to three months, may be arranged with the Fire Chief's approval, where work circumstances permit.

When the situation meets the criteria, the District will always comply with the Oregon and Federal Family Medical Leave Acts.

MILITARY LEAVE

Upon application, the District will grant military leave in accordance with ORS 408.290.

UNPAID LEAVE OF ABSENCE

- A. **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 up to sixty (60) days. 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 the District.
- B. **Requests.** Requests must be submitted in writing and must be approved in writing by the employee's department head before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the supervisor before the extended period of 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.
- C. **Status of Employee Benefits During Personal Leave.** Health-related benefits may continue at the employee's expense, with premiums being paid to the District on the first day of each month. Benefits will resume at District's expense on the first day of the month following an employee's return from unpaid leave. If that date is the first working day of the month, benefits will resume on that day.

No vacation, personal or sick leave will accrue during the period of unpaid leave. Accruals will resume on the first day the employee returns to regular status with the District.