

**PAID LEAVES AND ABSENCES  
ADMINISTRATIVE, SERVICE/SUPERVISORY, AND CONFIDENTIAL  
CLASSIFIED STAFF**

**Application**

This policy applies to regular Administrative, Service/Supervisory and Confidential Classified employees.

**Sick Leave**

Sick leave shall cover absences due to accident or illness of staff members or the staff member's immediate family when the presence of the employee is required.

Members of an employee's immediate family are defined as parent, spouse, domestic partner, parent-in-law, children, brother, sister, grandparents, grandchildren, son- or daughter-in-law, or another member of the immediate household. Exceptions may be approved by the President.

One day (8 hours) of sick leave is earned for every full-time month worked. Sick leave will be prorated for less than a full-time assignment.

A staff member shall not consider sick leave as a right which allows absence at any time for other than disability resulting from illness or injury.

**Emergency Leave**

Short-term paid emergency leave may be granted by the College President for acute emergencies beyond the staff member's immediate control. Such paid emergency leave is not automatic and will only be awarded when other accrued leaves (such as sick leave for eligible absences and vacation) are not available.

Whenever circumstances permit, staff members are expected to seek advanced approval of paid emergency leave which will normally not exceed three (3) working days.

**Bereavement Leave**

Staff members may take up to three (3) days of paid bereavement leave for the death of an immediate family member (as defined above in Sick Leave). If additional days of bereavement are required, the employee may use sick leave or unpaid time.

Bereavement leave requests for deaths of non-immediate family members may be granted at the discretion of the President and will be charged against the employee's personal leave and when personal leave is exhausted, will be charged against the employee's accrued sick leave.

### **Legal Leave**

Staff members shall receive time off for required appearances in court or hearings resulting from call to jury duty or subpoena to appear to testify where the staff member is not personally involved in the action as the plaintiff, the defendant or the object of the investigation. Any remuneration received for such appearances, excluding expenses, shall be endorsed to the College.

### **Temporary Military/Governmental Leave**

Military and other governmental leave stipulated by law shall be granted consistent with applicable state and federal laws.

### **Parental/Family Leave**

Parental/Family leave shall be granted consistent with applicable state and Federal laws. Staff members may use accrued vacation and sick leave as appropriate. Required forms are available in the Human Resources Office.

END OF POLICY

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#### Legal References:

ORS 342.545

ORS 342.596

ORS 342.610

Americans with Disabilities Act of 1990

See Also: Procedure 4.305P