

## AR 7344 Other Leave

### References:

BP 7340  
AR 7342  
Previous BP 311, 312, 313

### SPECIAL PAID LEAVE

Eligible employees, as defined in college policy and Summary of Benefits Chart, Appendix B-1, shall be entitled to special paid leave as follows:

#### A. Personal Leave

An employee may elect to use accrued sick leave as personal days off at the following rate:

- a. Full-time, 12-month employee: 3 days per fiscal year
- b. Part-time: Pro-rated on full-time rate based on position FTE assignment.

Scheduling of Personal Leave shall follow same process as Sick Leave (AR 7342).

Note: While sick leave does carry over from one fiscal year to another, personal days do not. An employee may only use the amounts indicated above in any one fiscal year (e.g. a full-time 12-month employee may only use a maximum of 3 days per fiscal year).

#### B. Bereavement Leave

An employee may be absent with pay for up to five working days following the death of a family member.

“Family member” means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, domestic partner (including same gender), child of domestic partner (including same gender), grandparent, grandchild, parent-in-law or parent domestic partner (including same gender). Siblings, spouse or domestic partner (including same gender) of a sibling, and individual relate by blood or affinity whose close association with the covered individual is the equivalent of a family member.

#### C. Reproductive Loss Leave

An employee may be absent with pay for up to five working days following a reproductive loss event. A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy

- Unsuccessful assisted reproduction

For this policy statement's purposes, an employee can take leave following their own reproductive loss event or that of another person, such as a spouse or domestic partner (including same gender), if the employee would have been the parent of the child born or adopted.

#### **D. Court and Jury Duty**

An employee should notify his/her management supervisor as soon as possible after receiving notification or summons so that coverage may be arranged.

College employees will be allowed time off with no loss of income for the following:

- a. To serve when summoned for jury duty.
- b. To appear in court when subpoenaed as a witness in a matter involving other than the personal business of the employee. Generally, this will be defined as a legal matter in which the employee is not one of the principal parties.

The amount of remuneration received by the employee from the College and/or for jury duty and/or court appearance, other than per diem and travel, shall not exceed the employee's regular salary.

Any monetary remuneration received by the employee for jury duty and/or court appearance, other than per diem and travel, shall be reported to the College within five days after the employee's receipt of such funds. The salary or wages of the employee shall be reduced by an equal amount. In the event the employee receives remuneration for jury duty/or court appearance and the employee has received compensation from the College, for those hours, the remuneration shall be signed over to the College.

If a required court appearance or jury duty is for eight (8) hours or less, the employee's supervisor may elect to have the employee make up lost time; in which case no fees received for the court appearance or jury duty need be reported to the College by the employee.

#### **E. Military Leave**

- a. An employee who is a member of one of the reserve components of the armed forces of the United State or the Oregon National Guard shall be entitled to leave without loss of pay for Military duty for a period or periods not to exceed a total of fifteen days each calendar year, as provided in ORS 408.290.
- b. Requests for military leave shall be submitted through regular channels.

### **UNPAID LEAVE**

#### **A. Short-Term Leave of Absence**

An unpaid leave of absence of thirty days or less for regular and limited-duration employees will be considered individually and approved by the employee's supervisor. Requests should be made on a Leave Request Form.

## **B. Extended Leave of Absence**

Employees may require absence from work for a period in excess of accumulated authorized leave time. The best interest of the College will be considered in the granting of such leave. The following guidelines shall be used for granting of unpaid leave:

- a. Only regular employees, as defined in college policy, are eligible for extended leave of absence.
- b. Requests for unpaid leave must be made in writing by the employee. Requests should include reason for leave and beginning and ending dates.
- c. All unpaid leave must be recommended by the employee's supervisor and approved by the College President.
- d. Unpaid leave shall not exceed one year.
- e. The employee is not entitled to any benefits, including leave accrual, tuition waivers, or College paid insurance while on unpaid leave of absence over 30 days. Employees may use COBRA provisions to continue their medical and dental coverage at their own expense during the unpaid leave of absence.
- f. Employee must submit an "intent to return" no later than 30 days prior to leave ending date. Failure to submit a letter of intent will be considered automatic termination of employment.
- g. Unpaid leave for pursuit of other permanent employment will not be considered.

## **C. Parental Leave**

In accordance with AR 7342, absence due to pregnancy shall be treated no differently from any other illness or condition that would be covered by unused paid sick leave.

Unpaid leave beyond the employee's accumulated leave for the birth of an employee's infant or adoption of a child will be treated in accordance with State of Oregon Parental Leave Law (HB2321) and will be considered unpaid leave.

Absence beyond the twelve (12) week period provided in Oregon Law will be treated as Extended Leave of Absence.

## **CURTAILED OPERATIONS**

- A. In the event of hazardous conditions beyond Management control, it may become necessary to delay opening and/or close some or all College operations at one or more facilities. Only the College President or their designee may make the decision to curtail operations. For delays or closures prior to regular hours of operation, notices will be made via a multimedia notification system (e.g. Flash Alert or similar) or the TBCC Public Information Officer. General notice of curtailed operations will be made via the TBCC website, social media, local, and Portland media and/or by recorded message on the TBCC telephone system. Should a closure be imposed after the College has opened, initial notice will be via staff e-mail and/or verbal notification.
- B. In the event of potentially hazardous conditions, all employees are urged to make wise choices regarding their personal safety. If an employee determines it would be unwise to report to work, or remain at work, such absences will be handled in one of the following ways:
- a. Chargeable to accrued vacation leave.
  - b. Chargeable to compensatory time, with the approval of the supervisor.
  - c. Chargeable to personal leave, if vacation leave and compensatory leave are exhausted.
  - d. Chargeable to leave without pay.
- C. Should an employee choose to absent themselves from work and the College closes, or that portion of the College which is the normal duty station of the employee closes, only the time absent due to the decision of the employee will be charged as leave as detailed above.
- D. In the event of a decision, by the College President or their designee, to curtail operations, employees who are 0.5 FTE or more will receive regular pay for hours they would have worked during the regular College operations schedule.
- E. Employees shall be responsible for monitoring the closure schedule and return to work when normal operations resume.

**LAST APPROVED:** June 2, 2008, June 2, 2014, May 2, 2016, February 5, 2018, October 30, 2024