

## Leave Available to Employees

Leave Type	Who's Covered	Purpose	Amount of Leave Available	Amount of Benefit	Notes
<b>Sick Leave</b>	All employees (EE)	EE sick or to take care of sick person in household (see bargaining agreement)	Based on contract, 1 day per working month; accumulative	Paid at regular rate	OFLA/FMLA can run in conjunction with sick leave
<b>Personal Leave</b>	All employees	Personal or emergency	3 days/year	Paid at regular rate	
<b>Family Illness Leave</b>	All employees	To be used for the illness of a family member. See CBA	3 days/year	Paid at regular rate	
<b>Vacation</b>	260 day employees	Personal	Per bargaining/work agreement	Paid at regular rate	
<b>Sick Leave Bank</b>	Classified and Certified if you have donated	Per bargaining agreement - EE medical absence	12 weeks	Paid at regular rate	Sick leave must be exhausted before access to SLB.
<b>Unpaid Leave</b>	All employees	Run out of leave or request extended unpaid leave	Exception	Unpaid	All leave must be exhausted; HR must approve
<b>OFLA</b>	Employed at least 180 days & work an average of 25 hours/week	Per Oregon law, serious health condition, pregnancy	12 weeks	Required to use paid leave available, then unpaid	Insurance benefits protected during this time
<b>FMLA</b>	Employed at least 1250 hours in one year	Per Federal law, serious health condition, pregnancy	12 weeks	Required to use paid leave available, then unpaid	Insurance benefits protected during this time
<b>Leave of Absence</b>	Available to all employees as noted conditions within CBA	Any	One year	Unpaid/no insurance benefits	Protects position with District; HR must approve