

## 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/PLO can run in conjunction with sick leave
<b>Personal Leave*</b>	All employees	Personal or emergency	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 Sick Leave Bank
<b>Unpaid Leave</b>	All employees	Run out of leave or request extended unpaid leave	Exception	Unpaid	All leave must be exhausted; <b>HR must approve</b>
<b>Oregon Family Leave Act (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>Paid Leave Oregon (PLO)</b>	Employed in Oregon and made at least \$1,000 the year before applying	Per Oregon law, serious health condition, pregnancy, adoption, safe leave	12 weeks	5% - 120% of average weekly wage	Insurance benefits protected during this time
<b>Family Medical Leave Act (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 some employees as noted conditions within CBA	Any	One year	Unpaid/no insurance benefits	Protects position with District; HR must approve

\*Prorated based on start date