

POLICY 8.5

TIME OFF

ADOPTED: FEBRUARY 1, 2013

REVISED: SEPTEMBER 17, 2024

A. 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. All accruals begin after completion of 30 days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be used during the introductory period, unless specific arrangements have been made at the time of hire.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay and will not be charged for vacation benefits for the day.

Accrued and unused vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.

The District provides vacation benefits to its regular full-time employees. Vacation credits will be posted monthly as follows for full-time employees working up to 45-hours work week:

Years of Continuous Service	Monthly Accrual	Annual Accrual
0 through 4	8.00	96
5 through 7	10.00	120
8 through 9	12.00	144
10 through 19	14.00	168
After 20	17.00	204

Full-time "shift" employees:	Monthly Accrual	Holiday	Annual Accrual
0 through 4	12.00	6	216
5 through 7	14.00	6	240
8 through 9	16.00	6	264
10 through 19	18.00	6	288
After 20	20.00	6	312

Full-time employees may accrue up to 150% of vacation accrual. Once vacation bank is hit your maximum, additional hours will not be recorded until time is used.

Vacations are to be scheduled to minimize low staffing for Fire District responses. Vacation schedules may be amended by the Fire Chief to allow the District to meet emergency situations. Employees who want to use vacation time should request time as early as possible so that arrangements for coverage can be made. Request for vacation time is to be given to the Fire Chief on district time off form. Generally, employees won't be allowed more than two weeks off at a time. We'll try to grant each request, but we cannot guarantee your request will be approved. In the event of

competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

B. HOLIDAYS

Jefferson Fire District recognizes the same paid holidays as observed by the State of Oregon. In addition, the Fire District recognizes the day before Christmas as a holiday. Regular full-time “day” employees will receive a day off with pay on each of these recognized holidays. Reference State Observed Holidays on Oregon.gov When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

Regular full-time “shift” employees will receive an additional 6 hours per month (72 hours annually) of vacation hours in recognition of working holidays on their assigned work schedule.

Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

C. SICK LEAVE

1. Notification of Inability to Work. Employees who are unable to report to work due to personal or dependent illness or injury must contact the Fire Chief two hours before scheduled starting time. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work. When sick leave is taken to care for a dependent, the District expects that other care arrangements will be made as soon as possible. Sick leave may be used for illness or injury, to keep appointments with doctors, dentists, or other medical professionals. At the Fire Chief’s sole discretion, sick leave may also be used for those employees unable to return to full active duty due to injury. Dependent is spouse, domestic partner, or children under 18.
2. Accrual. To minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides regular full-time employees with sick leave. Full-time “day” employees, who work up to 45-hour work weeks, accumulate 8 hours of sick leave each month. Part-time personnel will accumulate 1.5 hour of sick leave for every 30 hours worked, in a pay period, for a max of 60 hours a year. Calculation for part-time personnel sick leave accrual. $(\text{Hours Worked} \div 30) \times 1.5$. Full-time “shift” employees accumulate 12 hours of sick leave each month.

Unused sick leave benefits accumulate from year to year. Employees are not paid for unused sick leave upon employment termination.

D. TRADES

The District will allow trades between equal classifications. Volunteers (including Resident Volunteers), part-time, and full-time personnel are all separate classifications and cannot cross trade. Trades are voluntary between members. If a trade replacement fails to report to work, the originally scheduled employee's leave accrual will be charged. Trade time will be considered time worked for FLSA purposes for the person receiving the trade, and not the employee actually working trade day.

E. ADMINISTRATIVE LEAVE

Exempt employees will be granted 120 hours of Administrative Leave per year, starting January 1, of each year.

The District's Administrative Leave Policy is provided to acknowledge time worked more than 40 hours per week by District employees.

The 120 hours may be taken in the year they are received or 40 may be sold back to the District at any time during the year. No administrative leave will be carried over into the next year.

If the employee is terminated/resigns during the year, the administrative leave would be deducted from their final check.

District employees will regulate their own use of administrative leave and will provide the Fire Chief at least one day notice of any day which they intend to take off.

F. BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

1. Spouse/Domestic Partner
2. Biological, Adoptive, Foster, or Stepchild
3. Parent
4. Grandparent/Grandchild
5. Parent-in-law
6. Another Person of "In Loco Parentis" Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral or travel to the funeral of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member. If the funeral is scheduled for more than 60 days, the Fire Chief shall be notified within the 60 days of the proposed scheduled time.

1. Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

2. Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within 3 days of returning to work.

3. Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight (8) hours a day or one 24-hour shift for up to a total of 24 hours, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available sick time or vacation.

4. Status of Benefits

Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our OFLA policy.

G. CIVIC DUTY LEAVE**Jury or Witness Duty Leave**

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify the Fire Chief as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

Pay While on Leave

You will be compensated at your regular rate of pay. Employees are required to remit any jury fees received in connection with their service. Employees are expected to report for work when not selected for a jury on any day, or when jury duty requires only part of a day.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation or personal time that you can use for that purpose.

H. CRIME VICTIMS LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the

court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide the Fire Chief with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid vacation or compensation time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time maybe used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

I. DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses' statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All Jefferson Fire District employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The Fire District will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation or compensation time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time may be used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

All Jefferson Fire District employees have access to an EAP program. If you need contact information, please contact the Fire Chief. Also, posters are on the bulletin board in the break room and training room.

J. Oregon Family Leave Act (OFLA)

Purpose The Oregon's Family Leave Act (OFLA) provides employees protected leave from work when experiencing or supporting certain family during physical or mental health instances.

Eligible employees may take protected leave for the following reasons:

Home Care for an Employee's Child: This includes both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies.

Bereavement: Employees can take limited leave for bereavement. (No more than two (2) weeks per instance and four (4) weeks in a benefit year.)

Pregnancy Disability: Leave related to pregnancy and pregnancy related conditions. (Two (2) weeks in addition to the standard twelve (12) weeks in a benefit year.)

Military Family Leave: Leave related to the deployment of an employee's spouses or domestic partner for military service (US Armed Forces, National Guard, or US military reserve forces).

It is important to remember that some of these instances may be eligible for wage replacement through our Paid Leave Oregon Insurance.

Eligibility

You are eligible for Oregon specific family leave act as soon as the following requirements are met:

You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,

- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the Fire Chief for additional details.

Length of Leave

Generally, you may take up to twelve (12) weeks of OFLA during a 12-month period. The 12-month period will be measured forward from the Sunday prior to your first date of leave begins; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, you may be eligible for additional leave including pregnant employees, new parents, and employees taking military caregiver leave, for example.

You may be required to provide periodic status reports to the organization while on a family and medical leave.

Request and Certification Procedure

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it's important that you complete all requested leave documentation.

In situations where the need for medical leave is known, you must give at least thirty (30) days' written notice of your intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact your eligibility and the timing of the leave. Upon submitting the completed leave request, you may be required to provide verification of the need for the leave. Examples of such documentation include a "Health Care Provider Certification" form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the “Health Care Provider Certification” form, which needs to be returned within 15 days of our request. You are required to provide sufficient information for us to determine if your situation qualifies for leave. If sufficient information is not provided, we may request that you provide additional information within seven (7) days. If you fail to return the form at all, your leave request may be denied.

If you are taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, you may be asked to provide proof of your relationship to this person. Please check with the Fire Chief to discuss how best to provide this proof.

As of the development of this paid leave policy OFLA and PLO is still being changed the district will follow must correct rules.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Fire Chief.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
Information is received casting doubt on the employee’s stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or

an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You may use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four (4) work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Administrative Assistant.

K. FAMILY AND MEDICAL LEAVE (FMLA)

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

L. LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off paid may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

M. UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

reservists, national guard members, and veterans returning from military service in the armed forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the state of Oregon. for any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

- 1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a

position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Jefferson Fire District or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Jefferson Fire District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Jefferson Fire District will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

N. Paid Leave Oregon – Insurance

Jefferson Fire District provides a Paid Leave Oregon Insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Cost

Jefferson Fire District covers the cost of this benefit.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by Oregon Employment Department, If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

Reasons for Leave

Benefits may apply to a variety of situations, including:

- Family leave
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - When the child is placed in the employee's home through foster care or adoption (beginning 1/1/2025)
- Employees own serious health condition*
- To care for a family member with a serious health condition*.
- Medical leave - The employee caring for themselves when the employee has a serious health condition*.
- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking
- Pregnancy Disability Leave (Additional 2 weeks)

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing

care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance Benefit While on Leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit Paid Leave Oregon for the current rates.

Use of Accrued Leaves Who on PLO

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order sick leave, vacation, and comp time. Employees may use up to the amount of hours they are regularly scheduled to work, OR the number of hours represent the difference between their benefit and their regular rate of pay excluding overtime. Employers may not require an employee to use these leave balance(s).

Notification of the Need for Leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Notice Form found at Appendix A to notify the employer of the intention to take leave. The employee may also contact the Administrative Assistant for a copy.

Filing a Claim for coverage

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection while on Leave

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist [Choose the statement below that represents your organization's employee count to finish this sentence. Employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and

conditions. If, at the time of leave, the employee is receiving health benefits these will be maintained. The employee will be required to pay their portion of all elected benefits premiums while on leave.

Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Fire Chief promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

All Jefferson Fire District employees have access to an EAP program. If you need contact information, please contact the Fire Chief. Also, posters are on the bulletin board in the break room and training room.

APPENDIX A