



AP 7340 Leaves

References:

- ORS 653.601 to 653.661(Paid sick leave)
- ORS 659A.040 to 659A.049 (Injured Workers and Reinstatement)
- ORS 659A.150 to 659A.186 (Oregon Family Leave Act)
- ORS 659A.190 to 659A.198 (Criminal proceedings)
- ORS 659A.082 to 659A.086 (Military service)
- ORS 659A.270 to 659A.285 (Domestic violence)
- ORS 659A.312 (Bone marrow donation)

Sick Leave

Sick leave will accrue as set forth below.

Grant funded positions are not eligible for paid leave benefits unless specifically provided for by the grant. Employees working less than 20 hours per week shall be subject to sick leave as provided by Oregon law.

Prorated benefits are as follows:

Hours	FTE	Sick Leave
20-29	.50-.74	4 hours per month
30-35	.75-.89	6 hours per month
36-39	.9	7 hours per month
40	1.0	8 hours per month

Unused sick leave may be accumulated without limit but is not payable upon termination of employment. Sick leave shall not accrue during an unpaid leave of absence.

Sick leave is available for absences due to personal or immediate family injury, illness, doctor and dental appointments, quarantine, death in the immediate family (up to three days), and for qualifying family leave. Any employee who is absent due to illness for more than three days may be required to furnish a physician's statement verifying the employee's illness. "Immediate family" is defined as set forth in the Oregon Family Leave Act.



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Sick leave cannot be used beyond the qualifying period for long-term disability insurance and cannot be used during any period which the employee is not on actively employed status. "Actively employed status" means the employee is not on disability (long-term or retirement) or an unpaid leave of absence.

If an employee comes to the College from another Oregon public school system, half of accrued sick leave, up to 75 days (600 hours), will be credited to the employee's leave account. The employee's former employer will be requested to furnish a letter certifying the number of sick leave days the employee has accrued.

Sick pay is intended solely to provide income protection in the event of illness or injury. An employee is prohibited to work elsewhere while on paid sick leave.

Sick leave will not be counted as hours worked for the purposes of determining overtime.

Vacation Leave

Vacation pay is available to eligible employees to provide opportunities for rest, relaxation, and personal reasons as set forth below.

Grant funded positions are not eligible for paid leave benefits unless specifically provided for by the grant. Employees working less than 20 hours per week do not accrue vacation leave.

Prorated benefits are as follows:

1. Employees who work 20-29 hours per week or .50-.74 full time equivalent; vacation leave is prorated at 50 percent;
2. Employees who work 30-35 hours per week or .75-.89 full time equivalent; vacation leave is prorated at 75 percent;
3. Employees who work 36 hours per week or .90 full time equivalent; vacation leave is prorated at 90 percent.

Accrued but unused vacation hours will be paid upon termination of employment or upon moving to a different employment classification. Vacation shall not accrue during an unpaid leave of absence.

Employees must request advance approval for vacation from their supervisor by following the Leave Request process. The supervisor has discretion to approve or limit the vacation schedule based on workload and staffing requirements.



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Administrative and Professional Staff

Full-time employees receive 160 hours each fiscal year on July 1. Vacation hours will be prorated for employees working more than half-time but less than full-time as noted above. Hours will be prorated based upon the employee's hire date or termination date. A maximum of 40 hours may be carried over each fiscal year; however, the remainder or unused portion will be lost on September 30. In addition, Administrative and Professional Staff shall receive 16 hours of personal each fiscal year on July 1. Personal leave may not be carried over.

Classified Staff

The number of hours of vacation earned per month varies by the number of years of employment.

Full-time employees earn 80 (1-4 years), 120 (5-9 years) or 160 (10+ years) hours, depending on date of hire. Vacation hours will be pro-rated for employees working more than half-time but less than full-time, as noted above. There is an accrual limit of 125 percent of the annual maximum; any employee with the maximum accrued vacation will lose vacation accruals in excess of the maximum.

Jury Duty/Court Witnesses

An employee subpoenaed for jury duty or as a court witness may be granted leave with pay. A copy of the summons or subpoena shall be submitted to the Human Resources Department. Upon being excused from jury service or as a witness before the end of a normal workday, the employee shall immediately notify his/her supervisor for assignment for the remainder of the regular workday. This policy does not apply to employees who are involved in personal legal actions, including, but not limited to, a defendant in a criminal case or as a party in a civil case.

Bereavement Leave

Employees working .50 FTE or more will be granted up to three work days of leave with pay in the event of a death in the immediate family. "Immediate family" includes parent, child, spouse or domestic partner, present mother-in-law or father-in-law, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or legal dependents who live in the employee's household. Sick leave may be used for additional bereavement leave as set forth in the Oregon Family Leave Act (OFLA).

Unpaid Leave of Absence



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Employees may be granted a leave of absence without pay for justifiable reasons, subject to supervisor approval. Supervisor approval may be denied for any lawful reason. Leave without pay may only be utilized once all accrued vacation, sick leave and other paid leave is exhausted. Nothing herein shall deny any employee an unpaid leave of absence pursuant to federal or state parental and family medical leave acts. Administration has the right to deny or limit the requested leave of absence based on workload and staffing requirements.

Injured Worker Reinstatement Rights

Upon written request, an employee who is injured on the job is entitled to return to their former position when able to perform the duties of the former position if the position is available consistent with the requirements of ORS 659A.043. If the employee suffers a compensable injury and is disabled from performing the duties of the employee's former regular employment, a timely demand may be made for reemployment in a suitable position if available consistent with ORS 659A.046. Refer to the language on reinstatement in the latest collective bargaining agreements for applicable employee groups.

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