

<b>Policy Title:</b>	Paid and Unpaid Leave for Administrators
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<b>Governing Body:</b>	Press F1 for help.	<b>Policy Number:</b>	FAD.011
<b>Policy Contact:</b>	Director of Human Resources	<b>Date Revised:</b>	Press F1 for help.
<b>Custodial Office:</b>	Finance & Administration	<b>Date Approved:</b>	Press F1 for help.
<b>Approved By:</b>	Press F1 for help.	<b>Next Review:</b>	Press F1 for help.
<b>Related Policy:</b>	ORS 351.070, OAR 580-021-0040, OAR 580-021-0030, OAR 580-021-0029		

### A. Purpose

This policy defines various types of leave available to administrators and establishes eligibility requirements.

### B. Definitions

Academic Year Employee - an employee with an appointment term of less than 12 months.

Exempt employee – employee in a position that is not eligible for overtime compensation under State and federal wage and hour laws.

FTE (Full Time Equivalent) – term used to designate the equivalent of one full-time employee. For example, a 1.0 FTE is a full-time, 40-hour per week appointment. A .50 FTE is a half-time, 20-hour per week appointment.

Leave record – monthly record for exempt salaried employees to report use of accrued leave.

Non-exempt employee – employee in a position that is eligible for overtime compensation under state and federal wage and hour laws.

Overtime – payment for work performed over 40 hours in a workweek. Overtime is paid at one and one-half of an employee’s hourly rate or paid as compensatory time calculated at one and one-half times each hour worked over 40 in a workweek.

Time sheet – monthly record for non-exempt salaried and hourly employees to report hours worked, leave use, and overtime.

### C. Policy Statement

Southern Oregon University provides paid leave to employees to minimize economic hardship when an employee needs to be absent from work for personal and/or professional reasons. The University may approve short- or long-term unpaid leave for an employee’s absence for personal and/or professional reasons when the employee does not have sufficient paid leave accruals to cover the period of absence.

To ensure accurate recordkeeping, leave records for overtime exempt employees and time sheets for overtime non-exempt employees are due in the Payroll Office no later than the third work day of each month. Forms are available in the Payroll Office and through the Human Resource Services Forms and Instruction web page ([www.sou.edu/personnel](http://www.sou.edu/personnel)). Monthly leave usage, accruals, and balances are reported on earning statements and are available to employees through the Human Resource Services website – Web Access for Employee Personnel Information.

Exempt employees who have insufficient leave to cover a partial day absence are not required to take leave without pay and will be compensated for the day unless an alternative work schedule has been arranged between the employee and supervisors. Such occurrences are expected to be an exception.

## Sick Leave

The Oregon University System's Administrative Rule, OAR 580-021-0040, governs the use and accrual of sick leave.

### 1. Accrual:

a. Full time employees (1.0 FTE) earn one day (eight hours) of sick leave for each full month of service for a total of 12 days of sick leave per year, or two hours for each full week of service less than one month. Sick leave is prorated for employees on a .50 FTE or greater appointment. Employees on a less than .50 FTE appointment are not eligible to earn sick leave.

b. Sick leave does not accrue during paid administrative leave for professional development or leave without pay, but is earned during periods of paid sick or vacation leave. There is no limit on the amount of sick leave that may be accrued. Sick leave may be taken immediately upon accrual but not in advance of accrual (except when an employee is eligible for a Sick Leave Advance as described below) or in the month it is accrued. When an employee separates from employment, unused sick leave is not paid out.

2. Use: Sick leave is used for absences that are due to the employee's illness, injury, disability resulting from pregnancy, necessity for medical or dental care, exposure to contagious disease or attendance upon members of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, same-sex domestic partner, or another member of the immediate household) where the employee's presence is required because of illness or death in the employee's or spouse's immediate family.

3. Sick Leave Advance: Full and part-time employees are eligible for advanced sick leave with pay to provide the difference between sick leave earned as of the onset of an illness or injury of the employee or employee's immediate family and total hours of advanced sick leave. Full-time employees are eligible for a total of 520 hours of advanced sick leave once every seven years; part-time employees are eligible for a proration of 520 hours, proportional to their FTE, once every seven years. Eligibility is contingent upon the employee having accrued sick leave. More than one sick leave advance is possible as long as the total does not exceed 520 hours or a proportional amount for part-time employees during a seven-year period. Employees may use vacation leave when sick leave is exhausted, and should contact the Benefits Office in Human Resource Services for information to request a sick leave advance.

4. Sick Leave Transfer: An employee who transfers within the University, to another institution within the Oregon University System, or to a State agency is entitled to transfer unused sick leave.

5. Family Medical Leave: The University provides eligible employees paid or unpaid leave under the federal Family Medical Leave Act and the Oregon Family Leave Act. Information is available through Human Resource Services, Benefits Office.

## Vacation

The Oregon University System's Administrative Rule, OAR 580-021-0030, governs the use and accrual of vacation leave.

1. Accrual: Employees on full-time, twelve month appointments earn fifteen hours of vacation leave each month. This amount is prorated for twelve-month appointments of less than 1.0 FTE but at least .50 FTE. Employees with less than a twelve month appointment or less than .50 FTE during their twelve month appointment are ineligible for paid vacation leave. An academic year employee who is appointed to a 12-month position may receive credit for the previous academic year appointment, on a pro-rata basis.

2. Use: Employees are eligible to use vacation leave after completing six months of employment (i.e. beginning with their seventh month of employment). The maximum amount of vacation hours that may be accrued is 260. The maximum payout of unused vacation leave upon termination of employment is 180 hours.
3. Scheduling: Vacation leaves are scheduled in advance with the approval of the employee's supervisor and should be planned cooperatively with the employee. Vacation leave is scheduled in a manner that minimizes disruption to the department.
4. Vacation Leave Transfer: An employee who transfers within the University or another institution within the Oregon University System is entitled to transfer unused vacation leave, pursuant to the institution's policy.

#### F. University Holidays and Break Periods

1. Designated Holidays: Human Resource Services notifies the campus each October about the designated holidays the University will observe during the year from November through October. Generally, the University is closed on these holidays; however, individual departments may find it necessary to require employees to work based on operational needs. In such cases, an employee is entitled to an alternate day off.
2. Special Day: the president of the University or the governor may announce a Special Day. In the past, the governor has often declared a special day for use before or after Christmas Day, or before or after New Year's Day. The Special Day is forfeited if not used by the end of January in the year it is granted.
3. Break Periods and Coverage: The campus is open during the winter and spring breaks. Deans and directors are responsible for coordinating departmental coverage and service delivery during breaks.

#### Leave Without Pay

1. Short Term Leave: An employee may request a leave without pay for absences of short duration (maximum of 2 weeks) when the employee has no available paid leave accruals.
2. Long Term Leave: A leave without pay for up to twelve (12) months may be granted for purposes such as extended illness, certain family-related needs, educational/professional advancement, or career development. To be eligible for a leave without pay, an employee must have completed three (3) years of service. An employee requests a leave without pay in writing, stating the reason for the leave and the proposed start date and date of return. The request is submitted to the employee's supervisor and approved by the dean or director. The decision to grant or deny the request is communicated to the employee in writing and is based on operational needs. An employee is required to use accrued vacation and compensatory time prior to being placed in leave without pay status. An employee may request to retain a balance of up to 40 hours of vacation at the time the employee submits the request for leave without pay. An employee is required to use accrued sick leave for leaves due to illness and those that qualify for Family Medical Leave. If an employee exhausts sick leave, the employee may use other forms of paid leave or apply for a sick leave advance.
3. Timing: Leave without pay must be requested and approved in advance, barring any unforeseen circumstances. The supervisor or employee notifies the Payroll Office of Human Resource Services about an employee's leave without pay at least one week prior to the last workday of the month in which the leave occurs to avoid overpayment in the employee's compensation.

#### Military Leave and Jury Duty

Military leave and jury duty are governed by state and federal laws. The Office of Human Resource Services has information for departments and employees regarding military leave and jury duty.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

**D. Policy Consultation**

Business Affairs Council, Academic Council.

**E. Associated Procedures or Other Information**

Replace this sentence with other information or press F1 for help.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.