

## **Article 20. Leaves of Absence**

### **20.1 Funeral and Bereavement Leave**

- 20.1.1 In accordance with Human Resources Administrative Rule 6.08 – Funeral and Bereavement Leave, an employee absent from duty by reason of the death of their spouse, domestic partner, parents, children, foster children, children under legal guardianship, sisters, brothers, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents-in-law, step-children, step-brothers, step-sisters, step-parents, step-grandchildren, step-grandparents and the equivalent relatives of an employee with a domestic partner, or chosen family shall be allowed no more than three (3) days' time off duty without deduction of pay on account of such absence. For the purpose of 20.1 and its subsections, a day is equal to the employee's regularly scheduled work shift.
- 20.1.2 Employees shall be allowed an additional two (2) days' paid leave for necessary funeral travel time in the event of a death in their immediate family. Approval for such travel time shall be made by the Bureau Director (or their designee).
- 20.1.3 When employees attend a funeral ceremony for a fellow employee within their own bureau, they will be granted four (4) hours' time off with pay to attend such funeral ceremony, subject to the needs of the operation.
- 20.2 Blood, Stem Cell, and Bone Marrow Donation Leave. Subject to the mutual agreement between the City and the employee, a reasonable period will be allowed for the donation of blood and participation in the registry for stem cell and bone marrow transplant on a voluntary basis. If the donation period occurs on City time, it shall not normally exceed two (2) hours.
- 20.2.3 Civil Service Board. Where the employee cannot arrange alternative schedules with the Bureau of Human Resources, the employee will be allowed to take Civil Service examinations without loss of regular pay for the duration of the time spent in the examination.
- 20.2.4 Military Leave. Military leave shall be provided to employees in accordance with ORS Chapter 408 and Human Resources Administrative Rule 6.07 – Military Leave. Employees shall notify their supervisor in writing of their scheduled military leave dates as soon as they have been notified. The employee shall provide the bureau with copies of their orders when they receive them from the military.
- A. Reserve Military Leave. Any employee serving in the National Guard or Reserve Military Forces shall be entitled to paid absence from duties not to exceed 30 work days in any federal fiscal year (October 1st through September 30th), provided the employee is employed at least 90 days prior to the leave. Employees are not required to take their leave in one block of time but may use the paid

leave allowed under this rule over the course of the federal fiscal year.

B. In the event an employee's paid military leave is exhausted, the City shall continue employer contribution for medical, dental, and vision coverage, with no changes for employees ordered to military service for the first 60 days of unpaid military leave. If the employee is ordered to federal military service which is eligible to receive coverage, the employee will notify the City and City paid coverage for the employee will terminate on the 32nd day of unpaid leave or the effective date of the military paid coverage, whichever is later. Employee premiums for covered months will be deducted from the final paycheck prior to military leave. If the City is unable to deduct prior to leave, payroll deductions for missed premiums will occur on the first available paycheck upon an employee's return from military leave.

20.2.5 Search and Rescue Operations and Disaster Relief. Per Human Resources Administrative Rule 6.11, employees covered under this agreement may be eligible to participate in a search or rescue operation at the request of any law enforcement agency, the state Office of Emergency Management or the United States Forest Service. Employees are subject to the rules and eligibility requirements of the HRAR. Should the provisions of HRAR 6.11 change, the City and the Union will meet to negotiate over the impact of the change(s).