

 DESCHUTESRIM HEALTH CLINIC	Policy Sick, PTO, and Protected Leave	Department Human Resources	Policy Number HR-05
Original Date: 2017	Responsible Party: Clinic Administrator		Revised Date: 09/18/2025
Approval Date: 09/29/2025	Date Reviewed: 09/25/2025	Approved By: Board of Directors	
			Board Chair: David Farris
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This current policy replaces all previous editions of PTO, Sick and Leave policies.

Purpose

White River Health District dba Deschutes Rim Health Clinic (DRHC) maintains a workplace that is compliant with all applicable federal and state labor laws while also supporting the well-being, satisfaction, and long-term retention of our employees. This policy regarding Sick Leave, Paid Time Off (PTO), and protected leave under federal and Oregon state law is structured to reflect both regulatory compliance and organizational values.

DRHC will ensure that leave is administered in accordance with all legal standards and with the appropriate confidentiality, documentation, and support.

In addition to meeting these legal requirements, DRHC offers a comprehensive Paid Time Off (PTO) program, designed to provide employees with flexibility in taking leave for vacation, personal matters, rest, or additional sick time beyond statutory entitlements.

Definitions

PTO: Paid Time Off

Full-Time Employee: An employee that regularly works 32 or more hours in a 7-day calendar week on a regular basis

Part-Time Employee: An employee that regularly works less than 32 hours in a 7-day calendar week on a regular basis

7-Day Calendar Week: Sunday beginning at 12:00 am and ending Saturday at 11:59 pm

5-Day Work Week: The Clinic's regular work week is Monday - Friday, 8am -5 pm.

Introductory period: 90 days

Policy

Holidays

Holiday closures observed include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and Veteran's Day.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

Holiday pay

Full-time regular employees are eligible for holiday pay once their introductory period has been completed and for a prorated number of hours based on the number of typical hours worked each week. Hourly nonexempt employees working at least 32 hours per week become eligible after their introductory period has been completed and for a prorated number of hours based on the hours typically worked each week. Exempt salaried employees may receive holiday pay immediately upon joining the Clinic. Part-time and temporary employees are not eligible for holiday pay.

Holiday pay shall be at the employee’s regular straight-time rate, inclusive of shift premiums, times the employee’s regularly scheduled hours (not to exceed 8 hours).

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid PTO or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, the Clinic may require verification of the reason for the absence before approving holiday pay.

Religious observances

Employees who need time off to observe religious practices or holidays not already scheduled by the Clinic should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The Clinic will seek to reasonably accommodate individuals’ religious observances.

PTO (Paid Time Off)

PTO is accrued on a pro-rated basis for full-time employees according to the following schedule:

<u>Service Period</u>	<u>Hours of Paid Time Off</u>
Up through 24 months (0 – 2 years)	80 hours (3.33 hours per pay period)
25 months to 60 months (2 - 5 years)	120 hours (5 hours per pay period))
61 months to 96 months (5 - 8 years)	160 hours (6.67 hours per pay period))
97+ months (8+ Years)	200 hours (8.335 hours per pay period)

PTO hours remaining at the end of the calendar year will roll over automatically up to a maximum of 40 hours. Hours in excess of 40 will be forfeited.

Employees may request payment for up to 20 hours of PTO by completing a written request to the Clinic Administrator. The employee must have a remaining balance of **20** hours after a payout. Employees may request a PTO payout no more than once per calendar year. PTO payouts are not guaranteed and are approved at the discretion of the Clinic Administrator who will consider the following (including but not limited to): the appropriateness and timing of the request, the employee’s standing, and/or the operational and financial needs of the clinic. Requests will be approved or denied within 1 week of receipt by the Clinic Administrator; approved requests will be included in the next regular payroll run following the date of approval. This will be subject to the usual and customary payroll taxes.

Any unused PTO time, up to 40 hours, will be paid to an employee upon termination of employment, on the last day of employment, upon the Clinic Administrator's discretion. This will be subject to the usual and customary payroll taxes.

If the clinic is closed for "Snow Days" or "Fire Danger" the employee may opt to use PTO time.

All requests for time off will need to be received by management and pre-approved at least 2 weeks prior to the requested leave time. For longer time off (2+ weeks), the request must be received and approved at least 30 days in advance. Last minute requests to take time off from regularly scheduled work may not be approved. If an employee takes time off without management approval, the employee may be considered for disciplinary action up to and including dismissal for failure to perform duties as instructed.

The employee must make a reasonable attempt to schedule the use of this planned time off in a manner that does not unduly disrupt clinic operations, including attempting to avoid scheduling time off during peak work hours, when work time is sensitive, or when mandatory meetings are scheduled.

Sick Leave

Deschutes Rim Health Clinic provides regular part-time and full-time employees with paid sick time. Employees become eligible to use sick time after completing 90 days of employment. After the 90 days, employees are frontloaded with 40 hours of paid, protected sick leave to be used within the same calendar year. On January 1st of each year, any unused sick leave does not carry over and is forfeited. A new allotment of 40 hours is then provided for the upcoming year.

Sick time may be used if an employee is ill or needs to provide care for a family member who is ill. Additionally, sick time may be used if an employee or their family member needs time off for scheduled medical procedures. Employees must use their sick time in hourly increments.

The maximum accrual allowed for sick-leave eligible employees is 40 hours. Once the maximum accrual has been reached, employees will not accrue additional sick leave hours

If the need for sick leave is foreseeable, employees are required to give at least two weeks' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical. It is the supervisor's responsibility to enter the sick leave into the employee's timecard.

If an employee misses 3 or more consecutive days because of illness, Deschutes Rim Health Clinic may require the employee to provide a physician's written permission to return to work or notice of the character of the illness.

If an employee exhausts their protected sick leave, any additional time off for illness is subject to management approval and will be unpaid, require the use of other available leave balances, or necessitate supporting documentation. The clinic understands that individual circumstances may arise that lead to additional, reasonable, absences. Repeated unscheduled or unreasonable absences without available leave may be subject to review and could result in disciplinary action or other adverse employment consequences, in accordance with clinic policies.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Family and Medical Leave

While Deschutes Rim Health Clinic is not currently required to follow Federal FMLA rules, the Clinic complies

with FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. Information regarding Federal FMLA can be found on the US Department of Labor website: <https://www.dol.gov/agencies/whd/fmla>.

The Clinic also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

The Clinic follows the regulations associated with Paid Leave Oregon. Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact either their supervisor or Clinic management to discuss options for leave. Information and applications for Paid Leave Oregon can be found on the Paid Leave Oregon website: <https://paidleave.oregon.gov>.

Basic leave entitlement. Paid Leave Oregon requires covered employers to provide up to 12 weeks (or 14 weeks for pregnancy-related conditions) of paid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Safe leave. Paid Leave Oregon also carries a Safe Leave provision. Please visit Paid Leave Oregon's website to follow the application requirements for filing for safe leave benefits.

Employee eligibility. In order for an employee to be eligible for Paid Leave Oregon, the employee must work in Oregon and have made at least \$1,000 in Oregon in their base year before they apply for benefits.

Definition of "serious health condition." A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. Employees may choose or employers may require the use of accrued paid leave while on unpaid leave. Accordingly, the Clinic requires employees to use any accrued paid time off and sick leave during unpaid leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid time off (but not sick days) during leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active duty status in support of a contingency operation. In order to use paid leave, employees must comply with the Clinic's normal paid leave procedures found in its Paid Time Off and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days' advance notice of the need to take Paid Leave Oregon leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide

notice as soon as practicable and generally must comply with the Clinic's normal call-in procedures. The Clinic may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Clinic to determine if the leave may qualify for protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the Clinic if the requested leave is for a reason for which leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Clinic also may require a second and, if necessary, a third opinion (at the Clinic's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The Clinic may delay or deny approval of leave for lack of proper medical certification.

Clinic responsibilities. The Clinic will follow all requirements for protected leave.

Military Leave

Deschutes Rim Health Clinic supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify their supervisor and/or Clinic management and will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Jury Duty/Court Appearance

The Clinic supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, PTO will be used for this purpose.

Time Off for Voting

Deschutes Rim Health Clinic recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee thinks this will not be the case, they should contact their supervisor to discuss scheduling accommodations.

Passed by a majority of the Board of Directors of White River Health District, with a quorum in attendance the 25th day of September 2025.

White River Health District dba Deschutes Rim Health Clinic

Wasco County, Oregon

Signed by:

By Dr. David Farris
5197B56C44D9455...

9/29/2025

David Farris, Chairman of the Board

Date

Attest:

Signed by:

By Allison Bechtol
0104E7B950BE4EC...

9/29/2025

Allison Bechtol, Secretary of the Board

Date

PTO Payout Request Form

Employee Information

Full Name: _____ Job Title: _____

Date of Request: _____

Requested PTO Payout

Total PTO Hours Requested for Payout (Maximum: 40 hours): _____ hours

Current PTO Balance (before payout): _____ hours

PTO Balance Remaining After Payout (Minimum: 20 hours): _____ hours

 *Employees must retain at least 20 hours of PTO after any payout.*

Reason for Request (optional):

Employee Acknowledgment

I understand that PTO payouts are not guaranteed and are subject to managerial approval. I also understand this request is limited to **one time per calendar year**.

Employee Signature: _____

Date: _____

Clinic Use Only

- **Date Request Received:** _____ / _____ / _____
- **Request Approved:** ☐ Yes ☐ No
- **Reason for Denial (if applicable):**

Manager Name: _____ **Manager Signature:** _____

Date: _____ / _____ / _____

Scheduled Payout Date (next regular payroll): _____ / _____ / _____