



Policy Description	DEPARTMENT	POLICY NUMBER:
Leave and Vacation Policy	Human Resources	HR-05
ORIGINAL DATE:	RESPONSIBLE PARTY:	REVISED DATE:
Replaces 2017-01	Chief Financial Officer	
APPROVAL DATE:	DATE REVIEWED:	APPROVED BY:
10/21/2020	09/24/2020	BOARD OF DIRECTORS
RESOLUTION NO:	BOARD CHAIR:	Dennis Beechler
1605 George Jackson Road, Maupin OR 97037 541-395-2911 Fax 541-395-2912		

This current policy replaces all previous editions of PTO, Sick and vacation leave policies.

Definition:

**PTO:** Paid Time Off, same as Earned Time Off.

**7-Day Calendar Week:** as defined by Bureau of Labor and Industries (BOLI), Monday 8am through the following Monday at 7:59am.

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

**Probationary period:** 90 days

**Holidays:** Holiday closures observed include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and 1 personal day.

Holiday pay is granted if an employee is scheduled to work on a day that is closed due to a holiday.

Holiday hours will be calculated as 8 hours, which is the equivalent of regular operating hours of the clinic and will be paid at regular hourly wage if the holiday occurs on a regularly scheduled workday.

Holiday pay is not granted if it occurs while the employee is on leave of absence or laid off.

Holiday are not considered a day worked for purposes of calculating overtime unless work is performed on that holiday.

**Full Time Employee:** an employee who works 35 hours or more in a 7-day calendar week on a regular basis will be classified as a full-time employee.

**Part Time Employee:** an employee who works 20-34.75 hours on a regular basis in a 7-day calendar week.

**Casual Employee:** an employee who works less than 19.75 hours on a regular basis in a 7-day calendar week.

### **PTO (Paid time off)**

PTO time is accrued for the full-time employees working 35 or more hours per week on a regular basis in a 7-day calendar week

PTO time will start to accrue after ninety (90) days of employment and increases with tenure.

PTO for years 1 and 2 of employment are accrued at a rate of .02 per each hour worked.

PTO for years 3 and 4 of employment are accrued at a rate of .039 per each hour worked.

PTO for years 5 and 6 of employment will accrue at a rate of .058 per each hour worked.

PTO for years 7 and up of employment will accrue at a rate of .079 per each hour worked.

PTO hours remaining at the end of the calendar year will roll over automatically: maximum accrual hours rolled over is 100 hours. If elected payment of booked hours may be paid out on December 15<sup>th</sup> of each year.

Employee may request payment for PTO time by completing a written request to the Clinic Manager for earlier payout than December 15<sup>th</sup> with approval from Board.

Any unused PTO time will be paid to an employee upon termination of employment, on the last day of employment. This will be subject to taxes and will be determined by payroll accounting firm.

If clinic is closed for "Snow Days" or "Fire Danger" the employee may be asked to work remotely. If they decline, they can opt to use PTO time.

### **Time off Requests:**

All requests for time off will need to be received by management and pre-approved at least 30 days prior to the requested leave time. Include duration of the time off request, if possible.

Last minute requests to take time off from regularly scheduled work MAY or MAY NOT be approved. If an employee takes time off without management approval this will be an automatic dismissal for failure to perform duties as instructed. Exemption for PTO up to 40 hours per year if used for sick time.

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.

### **Leave of Absence and Sick Leave:**

Due to the size of the Clinic, Deschutes Rim Health Clinic does **NOT** qualify for FMLA or OFLA. Per OR SB454 full time employees must be granted to use for sick time 1 hour for every 30 hours worked up to 40 hours a year. This translates to if you do not have enough accruals of PTO, SB454 will be reviewed and if needed PTO will be banked in advance to cover your request for sick time. Up to 40 hrs. per year.

All unpaid personal **leave of absence** will need to have management approval, if granted, will be no longer than **6 weeks**. Accepting employment elsewhere is not unpaid leave and constitutes a termination of employment at Deschutes Rim Health Clinic. The employee will be expected to keep DRHC management the status of their return to work.

Although the DRHC management does not guarantee a return to the identical job as when the employee left, it will strive to return the employee to their former job position.

### **Jury Duty:**

The District recognizes the importance of community participation, and the importance of jury duty.

Employees, full and part time, will be allowed to take jury duty, will be allowed to take PTO time to cover their Jury Duty.

### **Military Leave:**

Employees, full and part time, will be allowed to take leave for military service without loss of employment position.

Leave of Absence for military service will be granted for active duty, military training, reserve duty drills and maneuvers. Active duty leaves of absence will be granted for up to one (1) year from the start of absence.

Reinstatement will concur unless circumstances change so dramatically as to make reinstatement impossible or impractical. Reinstatement to same or similar position will occur if the following are met:

1. Proof of honorable discharge from duty
2. Proof of ability to resume given position
3. Notice of intention to return is given to management within thirty (30) days of discharge from duty.

During military leave, vacation time will not accrue, but put into suspension.

White River Health District makes it a policy not to discriminate in any way against employees who are members of the military. The employees' job will not be in jeopardy if a military leave of absence is taken. In addition, the employee will not be discharged from their position for one (1) year after returning from military leave without just cause. The employer will work with the employee in readjustment to civilian life as is necessary on a case by case basis.

### **Pregnancy/Maternity:**

The employee should inform DRHC management of his/her expected duration of pregnancy/maternity leave so they may plan around the absence efficiently until the employees return.

The employee may request to use any unused PTO time in writing to DRHC management. Pregnancy / maternity leave are otherwise unpaid.

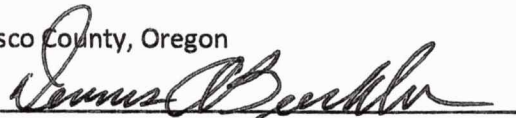
Although DRHC does not guarantee a return to the identical job as when the employee left, it will strive to return employee to their former job position.

Passed by a majority of the Board of Directors of White River Health District, with a quorum in attendance the 21st. Day of October 2020.

White River Health District dba Deschutes Rim Health Clinic

Wasco County, Oregon

By



Dennis Beechler, Chairman of the Board

Attest:

By



Sue Knapp, Secretary of the Board