

LEAVES OF ABSENCE

PURPOSE: Clackamas County recognizes that circumstances may make it necessary for employees to take time off for medical, personal or administrative reasons. Accordingly, it is the policy of the County to provide employees a Leave of Absence in accordance with the guidelines set forth below.

SCOPE: This policy applies to all Clackamas County employees.

POLICY STATEMENT: Consistent with the needs of the County, leaves of absence with or without pay for a limited period may be requested for any reasonable purpose and may be approved by the appointing authority. Such leaves are not to exceed ninety (90) days unless otherwise stated in the employee's collective bargaining agreement. Leaves of absence with or without pay for periods in excess of ninety (90) days can only be granted by the Board of County Commissioners.

- It is appropriate for County departments to grant leaves of absence where such leave is of benefit to the employee and does not create an undue hardship on the department.
- Notification of a leave of absence must be submitted by the department to the Department of Employee Services or the Board of County Commissioners, when required, prior to taking the leave.
- At the end of the initial leave of absence, if the employee is still unable to return to work, the employee may petition the Board of County Commissioners for an extension of leave for up to an additional 90 days. The employee may petition the Board of County Commissioners for an additional extension when medical documentation indicates that the employee will be able to return to work at a specified date in the future.
- An employee who fails to return to work the first work day after the expiration of the leave of absence shall be deemed to have resigned, unless the employee, prior to the expiration of the leave of absence, has made application for and has been granted an extension of the leave of absence.
- Leave without pay used during Family and Medical Leave counts toward 90-day leave that can be granted by the appointing authority.
- It is the responsibility of the appointing authority to track employees on leaves of absence and to notify DES upon their return.
- It is not appropriate for department management to encourage or coerce employees to request leaves of absence so that the department may save money or meet their

budgetary responsibilities. It is also inappropriate for department management to schedule leaves so as to provide benefits for an employee over an extended period of time (beyond 30 days).

Service accruals and employee benefits may be affected by a leave of absence without pay. During a leave of absence without pay, employees may be entitled to continuation of medical insurance as required by the Patient Protection & Affordable Care Act. See EPP #33 – Employee Benefits for more information.

For more information, see the following internet links:

- EPP #32 – Part-time, Temporary and Limited Term Employees - Benefits and Service Accruals <http://www.clackamas.us/des/documents/epp/epp32.pdf>
- EPP #33 – Employee Benefits <http://www.clackamas.us/des/documents/epp/epp33.pdf>

OTHER INTERNET LINKS

County Ordinance <http://www.clackamas.us/code/documents/title2.pdf>

Bargaining Unit Agreements <http://www.clackamas.us/des/contact.html>

EPP # 7 – Military Leave <http://www.clackamas.us/des/documents/epp/epp07.pdf>

EPP # 10 – Family and Medical Leave <http://www.clackamas.us/des/documents/epp/epp10.pdf>