

# Clackamas Education Service District

Code: **G CBD/GDBD-AR**  
Adopted: 4/17/02  
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Orig. Code(s): 2140

## Leaves for Management and Confidential Employees

Leaves of absence for members of the licensed and classified collective bargaining groups shall be specified in the appropriate collective bargaining agreement. Employees in positions recognized by the licensed bargaining group, but who work less than half-time shall be eligible for paid leaves on a pro-rata basis as provided for in the licensed employees' collective bargaining agreement. Other paid and unpaid leaves will be determined by CESD's collective bargaining agreements.

The following leaves will be available to management and confidential employees. Employees working less than full time shall be eligible for paid leaves on a pro-rata basis.

### **Paid Leaves**

1. Sick Leave
  - a. Managers and confidential employees will be granted sick leave at the rate of one day for each 20 days of employment. These days shall be credited to the employee's account at the beginning of each fiscal year.
  - b. Sick leave shall be used only for personal sickness, accident, or disability. CESD maintains the right to verify any absences of five or more consecutive days.
  - c. Unused sick leave shall accrue to the employee's account. Sick leave shall be accounted for to the nearest 1/4 hour.
  - d. Compensation for unused sick leave shall not be allowed when an employee leaves CESD.
  - e. Sick leave shall not accrue during any unpaid leave of absence or suspension.
2. Other Paid Leaves - Excused absences shall be allowed according to the following schedule and shall not be charged to sick leave. These leaves should be scheduled in advance whenever possible with the manager's supervisor. These leave days do not accumulate from year to year.
  - a. Family Illness/Routine Preventative Health Care - When illness in the immediate family (spouse; child, including stepchild and foster child; parent; sibling; father-in-law; mother-in-law, brother-in-law; sister-in-law; grandparent; or grandchild) requires the aid of the employee to maintain the home and family, leave may be granted with pay for no more than five days per year.
  - b. Routine or preventative medical or dental appointments for the employee may be charged to this category.
  - c. Bereavement - Absence with pay may be allowed for death in the immediate family (as defined above) for no more than five days per occurrence.
  - d. Personal Emergency/Business - Leave with pay may be allowed for no more than three days per year for personal leave. Emergency situations are those that must be dealt with during the employee's regularly assigned hours or where the urgency of the situation requires the

employee's immediate attention to avoid physical, emotional, economic, or legal hardship. Business situations are matters that cannot be taken care of outside the workday. Such leave shall be requested in writing, to the appropriate supervisor, 48 hours in advance.

- e. Jury or Witness Duty - Leave with pay may be granted to serve on a jury or appear before a court or other legal body as a witness in response to a subpoena or other direction by proper authority. Salary paid to the employee for the period of absence shall be reduced by the amount of any monies paid to a substitute or replacement required to fill the position.

### **Unpaid Leaves**

1. Leave of Absence - An employee who has satisfactorily completed three years of service in CESD, and who wishes to be absent from their duty for any period of more than two weeks, may request a leave of absence for up to one year. If the leave is approved by the Board, then the employee's position will be maintained and the employee may be returned to the same position or to one with equal salary and seniority.
2. Military Duty - Any employee shall be entitled to a military leave of absence without pay for service with the armed forces of the United States or the state of Oregon. The employee's position will be held as in above. Once an active-duty assignment has been completed, the employee has 31 days to report back to work if activated for fewer than 90 days, and 90 days to report if the duty lasted longer than 90 days.

CESD shall provide, at the employee's expense, medical and dental insurance coverage for dependents in those instances where the active-duty assignment extends beyond 30 days.

### **Hardship Leave**

All other cases for management and confidential employees not provided for in these administrative rules shall be given individual consideration by the superintendent.