

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.013

SUBJECT: GENERAL LEAVE POLICY

POINT PERSON: BILLY MARTIN
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APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT 

DATE: JUNE 11, 2012

I. POLICY

The purpose of this policy is to describe the types of and acceptable use for leaves available to the employees of Oregon State Hospital.

II. DEFINITIONS

(See Procedures below)

III. PROCEDURES

A. Leave With Pay

All leaves shall be requested and approved in advance by the immediate supervisor, except for unanticipated sick leave. All requests shall be made on form DE 0046, with the exception of departments using the API system. If leave is not requested in advance, such leave may be designated as Unauthorized Leave (except for unanticipated leave).

All leaves for Nursing Services shall be requested and approved in advance by the Central Staffing Office (CSO) or immediate supervisor, except for unanticipated sick leave. Requests shall be made electronically using API.

B. Leave Without Pay

All anticipated leave without pay shall be requested in advance on form DE 0046 and approved by the supervisor. Leave without pay requests in excess of five (5) consecutive calendar days must be approved by the Office of Human Resources. (Leave without pay includes any leave for which there is not appropriate leave balances to cover the absence).

A supervisor shall prepare a Personnel Action Request form for an employee who incurs a leave of absence without pay in excess of fifteen (15) calendar days placing the employee on leave without pay.

No payment for any leave from work shall be made until leave has been approved.

C. Unauthorized Leave

Any unauthorized absence of an employee from duty shall be leave without pay and may be deemed as grounds for disciplinary action unless extenuating circumstances are found to exist.

D. Return from Leave:

Except as otherwise provided by law, an employee who has been granted a leave of absence shall be returned to the same classification. Supervisor will prepare a Personnel Action Request when employee returns from a Leave Without Pay that was in excess of 15 calendar days.

An Appointing Authority may call an employee back to work at any time prior to the expiration of most leaves in the event of an emergency.

E. Reporting of Unanticipated Absences:

All unanticipated absences (those absences not approved in advance of the leave) must be reported at least 2 hours prior to the start of your scheduled shift to your immediate supervisor. Nursing Services Staff will report their absences to the Central Staffing Office.

II. Types of Leave

1. Vacation Leave

A. OSH has adopted the following Department of Administrative Services, Human Resources Division (HRSD) policy for vacation leave and payoff:

- HRSD Policy 60.000.05 - Vacation Leave

B. For employees covered by a Collective Bargaining Agreement, refer to the specific agreement for details related to vacation leave and payoff.

C. Reference:

SEIU Collective Bargaining Agreement
AFSCME Nurses Collective Bargaining Agreement
AFSCME Physicians Collective Bargaining Agreement
Personnel Relations Law, Administrative Rules and State
DAS HRSD Policy 60.000.05

2. Sick Leave

A. OSH has adopted the following Department of Administrative Services, Human Resources Division (HRSD) policy for Sick Leave with Pay:

- HRSD Policy 60.000.01 - Sick Leave With Pay

B. For employees covered by a Collective Bargaining Agreement, refer to the specific agreement for details related to Sick Leave with pay.

C. Reference:

SEIU Collective Bargaining Agreement
AFSCME Nurses Collective Bargaining Agreement
AFSCME Physicians Collective Bargaining Agreement
Personnel Relations Law, Administrative Rules and State
DAS HRSD Policy 60.000.01

3. Military Leave

A. OSH has adopted the following Department of Administrative Services, Human Resources Division (HRSD) policy for military leave:

- HRSD Policy 60.000.25 - Military Leave

B. For employees covered by a Collective Bargaining Agreement, refer to the specific agreement for details related to military leave.

C. Reference:

SEIU Collective Bargaining Agreement
AFSCME Nurses Collective Bargaining Agreement
AFSCME Physicians Collective Bargaining Agreement
Personnel Relations Law, Administrative Rules and State
DAS HRSD Policy 60.000.25

4. Other Paid Leave

A. OSH has adopted the following Department of Administrative Services, Human Resources Division (HRSD) policy for Special Leaves with Pay:

- HRSD Policy 60.000.10 - Special Leaves with Pay

B. For employees covered by a Collective Bargaining Agreement, refer to the specific agreement for details related to other paid leave or special leaves with pay.

C. Reference:

SEIU Collective Bargaining Agreement
AFSCME Nurses Collective Bargaining Agreement
AFSCME Physicians Collective Bargaining Agreement
Personnel Relations Law, Administrative Rules and State
DAS HRSD Policy 60.000.10

5. Leaves Without Pay

A. OSH has adopted the following Department of Administrative Services, Human Resources Division (HRSD) policy for Leaves without Pay:

- HRSD Policy 60.000.11 - Leaves Without Pay

B. For employees covered by a Collective Bargaining Agreement, refer to the specific agreement for details related to Leaves without Pay.

C. Reference:

SEIU Collective Bargaining Agreement
AFSCME Nurses Collective Bargaining Agreement
AFSCME Physicians Collective Bargaining Agreement
Personnel Relations Law, Administrative Rules and State
DAS HRSD Policy 60.000.11

6. Family and Medical Leave

D. OSH has adopted the following Department of Administrative Services, Human Resources Division (HRSD) policy for Family and Medical Leaves:

- HRSD Policy 60.000.15 - Family and Medical Leaves

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- E. For employees covered by a Collective Bargaining Agreement, refer to the specific agreement for details related to Family and Medical Leaves.
- 7. All questions regarding leaves may be referred to Human Resources, or to CSO for Nursing Services.

IV. REFERENCES

SEIU Collective Bargaining Agreement
AFSCME Nurses Collective Bargaining Agreement
AFSCME Physicians Collective Bargaining Agreement
Personnel Relations Law, Administrative Rules and State
DAS HRSD Policy 60.000.15.