

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

## PERSONNEL

PER – 735

## Unpaid Leave of Absence

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**Issued: January 13, 2015**

### General

Employees and volunteers who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time up to ninety (90) days. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employer.

### Requests

Requests must be submitted in writing and must be approved in writing by the Fire Chief before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the Fire Chief before the extended period of a leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

### Status of Employee Benefits During Personal Leave

The District will not pay for group health, dental, or vision insurance premiums during any portion of an unpaid leave of absence. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the entire period of the leave must be paid before the employee begins the leave. Vacation time and sick leave will not accrue during personal leave of absence.

### DOMESTIC VIOLENCE VICTIM LEAVE

Any employee who is a victim of or at risk of domestic violence, sexual assault, or stalking is covered by the law, regardless of how long he or she has worked for the employer and regardless of how many hours per week the employee works.

An employee who is a victim may request a reasonable safety accommodation to allow the employee to more safely continue to work. For instance, a safety accommodation might be a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, change in office policy, or any other adjustment to a job structure,

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workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

An employer must grant a request for a reasonable safety accommodation unless it would impose an “undue hardship” on the employer. Employers are permitted to require a limited amount of verification of the need for leave and must treat all information received as confidential.

A summary of the statutes and administrative rules that govern the protected leave will be posted in a conspicuous and accessible place.

## UNPAID LEAVE FOR VICTIMS OF HARASSMENT

Districts that employ six or more individuals must allow eligible employees to use unpaid leave to address issues arising from harassment. “Victim of Harassment” is defined as an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order. Reasonable safety accommodations shall be made for the employee.