

Oregon Tech Policy
OIT-20-064
Unclassified Administrative Staff Other Leaves

1. Policy Statement

The university is committed to providing unclassified administrative staff with time to attend to public service obligations (military leave, jury duty); as well as time off for recognized holidays.

2. Reason for Policy/Purpose

This policy is intended to summarize other leaves which may not be detailed in full in other policies or documents. This policy is intended to apply only to unclassified administrative staff.

3. Applicability/Scope

This policy applies to all unclassified administrative staff employed at 0.50 FTE or greater.

4. Definitions

Unclassified Administrative Staff: The university's unclassified administrative staff are defined by ORS 580-020-0006.

5. Policy

5.1 Policy Details

5.1.1 Jury Duty: The university encourages participation in jury duty. Unclassified administrative staff are allowed to be absent with pay for jury duty but are expected to report for their regularly scheduled work on days when not required to perform jury duty and expected to return to work if released from jury duty with four (4) or more hours left in their normal work day. Unclassified administrative staff are entitled to retain any pay they receive for jury duty service in addition to their regular pay. Unclassified administrative staff must provide as much notice as possible to the supervisor. Proof of summons and attendance shall be sent to the payroll department in association with this leave.

5.1.2 Military Leave: Unclassified administrative staff are eligible for up to 15 paid calendar days per "training year" (Federal Fiscal Year) as detailed in ORS 408.290 for unclassified administrative staff.

5.1.3 Holidays: The following holidays shall be recognized and paid for at the regular rate of pay:

- New Year's Day;
- Martin Luther King, Jr.'s Birthday;
- Memorial Day;
- Juneteenth;
- Independence Day;
- Labor Day;
- Veterans' Day;
- Thanksgiving Day;
- The Friday after Thanksgiving;
- Christmas Day;
- Any day designated by the university president as a holiday;
- Any other day designated by the Governor of Oregon as a holiday, other than Governor's Day/Special Day of Leave (see 5.1.4 below).

When a recognized holiday falls on a Saturday, it is normally observed by the university on the preceding Friday. When a recognized holiday falls on a Sunday, it is normally observed by the university on the following Monday.

Unclassified administrative staff seeking days off for holidays which they personally observe outside of the defined holidays are encouraged to work with their supervisor to adjust work schedules to accommodate time off or gain approval for vacation leave. Unclassified administrative staff who are not able to come to agreement with the supervisor are encouraged to reach out to the Office of Diversity, Inclusion, and Cultural Engagement (DICE) or the Office of Human Resources (OHR) for assistance.

5.1.4 Governor's Day/Special Day of Leave: Unclassified administrative staff shall receive eight (8) hours (pro-rated based on FTE for part-time employees) to be taken between the day before the Thanksgiving holiday and January 31. The Unclassified Special Day is to be taken in a single block of time. Eligible unclassified administrative staff shall record this leave on their monthly leave sheet. The employee must coordinate schedules with their supervisor to maintain regularly scheduled services. Unclassified administrative staff not employed between the day before Thanksgiving and January 31 are ineligible to receive this additional day of paid leave.

6. Links To Related Procedures, Forms, or Information

ORS 408.290: https://oregon.public.law/statutes/ors_408.290

7. Policy Review/Consultation

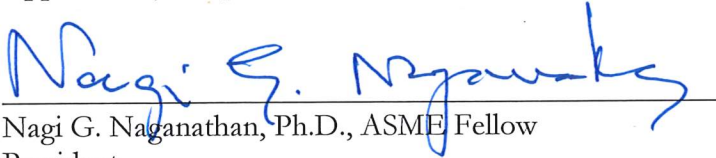
This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Administrative Council
- President's Leadership Council

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the president on October 25, 2023.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date

10/25/2023

Supersedes, Renames, and Renumbers

N/A

Revision Dates

N/A