

**BEFORE THE BOARD OF DIRECTORS OF THE  
KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT**

**IN THE MATTER OF UPDATING POLICY** )  
**CHAPTER 2 PERSONNEL, FAMILY MEDICAL LEAVE** )  
**District Family Medical Leave** ) **RESOLUTION**  
 ) **22-06**

**RESOLUTION 22-06**

**BE IT RESOLVED** that Klamath 9-1-1 Emergency Communications District operates under its adopted District Policy and Procedures;

**NOW, THEREFORE, BE IT RESOLVED** that effective upon ratification of “Agreement between Klamath 911 Emergency Communications District and Teamsters Local Union No. 223 July 1, 2021 – June 30, 2024” the Board of Directors of Klamath 9-1-1 Emergency Communications District do hereby authorize and adopt the updated policy language.

**2-16:** Sick Leave, remove paragraph 2 Bereavement Leave. Paragraph 3 is retained with the below language inserted to follow.

**FAMILY MEDICAL LEAVE**

**District Family Medical Leave.** The District will comply with applicable FMLA and OFLA leave requirements, if any, to the extent required by law. The District is not within the definitions of Oregon and federal family leave laws and therefore shall provide District Family Medical Leave as described in this Policy.

Personal Time Off Runs Concurrently. Sick Leave, Compensatory Time and Earned Leave are available to be utilized during a period of Family Medical Leave and shall run concurrently with the 12- week family medical leave entitlement under this policy.

Health Insurance Coordination. Employees enrolled in health insurance must meet the eligibility requirements of 120 compensable hours per month to retain insurance eligibility under the terms of the health insurance plan. During a qualified family medical leave absence, a full-time employee may elect leave without pay for any portion of hours more than 120 per month. If utilizing leave without pay during any portion of the family leave period, compensation will be hourly and Earned Leave and Sick Leave will accrue at the hourly rate during periods of compensable Personal Time Off.

In connection with OFLA and FMLA qualifying exigency leaves, the District appreciates and will make every effort to honor military service commitments of District family members by favorably considering and granting leave requests in the District’s discretion, exercised on a non-precedent setting basis based on operational and staffing considerations, in connection with short-notice deployment, military events and related activities, financial and legal arrangements on behalf of the military service family member, counselling, rest and recuperation, and post-deployment activities as recognized and required by law for employers which are subject to the requirements of FMLA and OFLA.

Eligibility. Employees who have been employed by the District for 12 months and have worked at least 1250 hours during the previous 12 months are eligible for **District Family Medical Leave**.

Utilization. Eligible Employees may use up to 12 work weeks of District Medical Leave in a 12-month period for:

- The birth of a child and to bond within one year of birth.
- The placement with the employee of a child for adoption of foster care and to bond with the child within one year of placement.
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and prenatal medical care.
- To care for the employee’s spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care.
- Bereavement Leave. Employees may be granted Bereavement Leave in the event of death of a member of the employee’s immediate family (e.g.: spouse, parents, children, grandchildren, grandparents, step-children, in-laws and foster children) in connection with, grief, arrangements and attending a funeral. Bereavement Leave is limited to up to two (2) weeks per family member per 12-month period.

**District Military Caregiver Leave.** Eligible employees may take up to 26 work weeks of leave in a single 12-month period to care for a covered service member with a serious health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. An eligible employee granted District Military Caregiver leave is limited to a combined total of 26 work weeks of leave in any 12-month period. Policy regarding compensation and benefit apply the same as in District Family Medical Leave

An eligible employee requesting District Family Medical Leave shall provide at least 30 days’ notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration, and reasons for the requested leave. The District may request additional information to determine that the requested leave qualifies as District Family Medical leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, so as not to unduly disrupt the operation of the District.

If advance notice is not possible, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the District during that period.

In all cases, proper documentation must be submitted no later than three working days following the employee’s return to work. An employee who does not follow the District’s notice procedures or fails to cooperate fully with District Family Medical Leave related requests for verification may be disqualified from District Family Leave benefits for all or a portion of the eligibility period and may in appropriate cases be disciplined.

If a family medical leave entitlement exhausts an employee’s Personal Time Off banks, the employee may continue healthcare coverage at the employee’s expense in accordance with COBRA entitlements.

**2-42: Family Medical Leave, removed.**

Date: \_\_\_\_\_

\_\_\_\_\_  
David Burnett, Chairman

Ratification Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Keith Endacott, Executive Director