Overview

Columbia Gorge Community College (CGCC) is committed to complying with applicable state and federal laws regarding military leave.

Applicability

- Human Resources staff
- All CGCC Employees

Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement.

Administrative Rule Statement

CGCC will grant military leave, temporary military leave and family military leave in accordance with state and federal laws.

Military Leave

An employee who is ordered to or who volunteers for extended military training or active duty in the Armed Forces of the United States, the Coast Guard, the U.S. Public Health Service or a National Guard component, or who is ordered to or who volunteers to take part in weekend, weekly or monthly training, will be granted an unpaid leave of absence for the duration of the service and reinstated in accordance with applicable state and federal laws and regulations, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and ORS 408.225 to ORS 408.290. An employee may choose to use any accrued, unused paid leave for military leave.
Leave for Temporary Active Duty in Armed Forces

An employee who is a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service is entitled to a leave of absence for a period not exceeding 15 days in any one training year for initial active duty for training and for all periods of annual active duty for training as provided in ORS 408.290.

An employee who has worked for CGCC for a period of six months prior to requesting this type of leave is entitled to receive pay for the period during which the employee is on leave.

Military Family Leave

An employee who, on average, performs 20 or more hours of work per week and whose spouse or registered domestic partner is a member of the Armed Forces of the United States, the National Guard or the Reserves is notified of an impending call or order to active duty, or if already on deployment, receives notice of leave during a period of military conflict, may be eligible to take up to 14 days of unpaid leave per deployment. An employee may use any accrued but unused paid vacation or personal leave to which he or she is entitled while on this type of leave. Leave may be taken intermittently. An employee must notify CGCC of his or her intention to take leave within five business days following receipt of the notice giving rise to leave. Military Family Leave counts against an employee’s OFLA leave entitlement.

Definitions

1. Armed Forces: An employee who is a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service.

Interpretation of Administrative Rule

Chief Talent and Operations Officer

Cross Reference to Related Administrative Rules

None
Further Information

Courtney Judah, Human Resources Administrative Assistant
cjudah@cgcc.cc.or.us
(541) 506-6151

Strategic Direction

KFA 3: Faculty and Staff

Appendix