

Notice Requirements for Leave

Type of Leave	Notice Expectation ¹
Sick Leave	Notify immediate supervisor as soon as practicable. The general expectation is at least 30 minutes prior to start of scheduled shift. If the leave is foreseeable, notice to the supervisor should be at least 10 days prior to the date the leave is to begin or as soon as otherwise practicable.
Personal Days (EEA, MAPS)	Schedule with immediate supervisor at least 24 hours in advance unless emergency in nature. Supervisor must have advance approval from the Human Resources Director if the day is adjacent to a holiday or break.
Miscellaneous Days (OSEA)	Schedule and receive approval from immediate supervisor at least 24 hours in advance unless emergency in nature. Miscellaneous leave can be used for emergencies or personal business that cannot be conducted outside the workday.
Family Illness Days	Notify immediate supervisor at least 30 minutes prior to start of scheduled shift. Can only be used to care for an immediate family member when they are sick.
Unpaid Day	<p>Must have written approval from the Human Resources Director prior to the use of unpaid day.</p> <p>Requests must be submitted no less than 48 hours before a known absence. If the unpaid day is related to an illness the request must be sent within three work days upon return to work.</p> <p>To request an unpaid day an employee should follow the below procedure:</p> <ol style="list-style-type: none"> 1. Send an email to their administrator/supervisor and 4J_leaves@4j.lane.edu requesting the unpaid day and including the reason for the request. 2. The administrator/supervisor should email both the employee and the 4J_leaves@4j.lane.edu email if they support the request or are denying the request. 3. If the administrator/supervisor has supported the request then it will be reviewed by the Human Resources Director. 4. If approved, the Human Resource Director will email both the employee and supervisor their approval.
Vacation (12 month employees)	Schedule with and obtain approval from immediate supervisor at least three weeks in advance.

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<p>OFLA/FMLA (unpaid but may be able to use some of the accrued paid leave listed above)</p>	<p>Complete and submit a leave request with the Human Resources Department.</p> <p>For a foreseeable leave, submit a leave request to HR at least 30 days in advance, or as soon as practicable.</p> <p style="text-align: center;">- or -</p> <p>For an unforeseeable leave, notify your immediate supervisor as soon as practicable and no later than 24 hours of an unforeseeable leave and complete a leave request with HR no later than three days after the unforeseeable leave has started.</p>
<p>Jury Duty</p>	<p>Notify immediate supervisor as soon as you receive the request to serve and on each day of service.</p>
<p>Bereavement Leave</p>	<p>For an unforeseeable leave, notify immediate supervisor as soon as possible, but no later than 24 hours after start of leave. Must complete a leave request with the HR department within three days of return to work.</p> <p>For a foreseeable leave, notify immediate supervisor at least 30 days prior to leave, or as soon as practicable. Must complete a leave request with the HR department at least 30 days prior to leave, or as soon as practicable.</p>
<p>Discretionary Leave (MAPS)</p>	<p>All notification requirements for each type of leave apply depending if the leave is used for sick, family leave or personal leave. Follow the applicable notice requirements listed above.</p>

ⁱ “Notify” means you will directly contact your supervisor by email, text, phone or other method specified by your supervisor.