Deschutes County Administrative Policy No. HR-16
Effective Date: October XX, 2025
Original Adoption: July 1, 2012

NON-REPRESENTED EMPLOYEES TIME MANAGEMENT LEAVE PROGRAM

I. STATEMENT OF POLICY

It is the policy of Deschutes County to provide non-represented employees with a leave-with-pay program that is easily understood, responsive to individual needs, and easy to administer. This program is also intended to eliminate any abuse of sick leave while rewarding employees for faithful attendance and productivity.

II. APPLICABILITY

This policy applies to all non-represented Deschutes County employees. Employees covered by a collective bargaining agreement will accrue leave time in accordance with the terms of the applicable collective bargaining agreement.

III. DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

"Sick leave bank" is leave available for use when an employee is sick and absent from work for the equivalent of three entire workdays due to an illness or injury. Leave accrued above the annual maximum and not sold back is transferred to the sick leave bank. Sick leave is not paid out. Sick leave bank hours are eligible for up to two weeks (defined as 14 days) per occurrence with a maximum of four weeks taken in a given year of approved bereavement leave, as defined in HR-14.

"Sick leave vault" is leave available for use when an employee is sick and absent from work for the equivalent of three entire workdays due to an illness or injury. One-half of the sick leave vault hours will be paid to the employee upon termination of employment.

IV. RELEVANT POLICIES

V. POLICY AND PROCEDURE

A. Leave-with-pay provisions.

1. Leave earned during the month cannot be used until the first day of the following month.

2. **Non-exempt employees**: Full-time, non-exempt employees will earn leave in accordance with the following schedule:

Months of Service	Hours of Leave Per Year	Earned Leave Accumulation
0 – 48 months	168 hours	14 hours/month
49 – 108 months	192 hours	16 hours/month
109 – 168 months	216 hours	18 hours/month
169 – 228 months	240 hours	20 hours/month
229 – 288 months	264 hours	22 hours/month
289+ months	288 hours	24 hours/month

3. **Exempt employees**. Full-time, exempt (salaried) employees will earn leave in accordance with the following schedule:

Months of Service	Hours of Leave Per Year	Earned Leave Accumulation
0 – 48 months	216 hours	18 hours/month
49 – 108 months	240 hours	20 hours/month
109 – 168 months	264 hours	22 hours/month
169 – 228 months	288 hours	24 hours/month
229+ months	312 hours	26 hours/month

4. For regular part-time employees, leave accrual shall be pro-rated by comparing the number of work hours designated for the employee with the designated number of hours for a full-time position. Employees working less than half-time shall not accrue leave.

5. Employees may accumulate earned leave to a maximum of twice the employee's annual time management leave accumulation. On June 30th of each year, any employee credited with accrued and unused leave greater than twice his or her annual leave accumulation shall have the amount above the maximum accumulation transferred to his/her sick leave bank. If the employee does not have a sick leave bank, a sick leave bank will be established for the employee. Any adjustment to the employee's leave bank based upon the employee exceeding the maximum accumulation will be made in April of each year. An employee who has reached or exceeded the maximum allowable earned leave may continue to accumulate leave for the balance of the following year (from April to March). However, the employee must use sufficient leave to reduce his/her accumulated leave to the maximum allowed prior to the following March 31. The excess will be transferred to the employee's sick leave bank.

6. Upon termination of employment, all of the employee's accumulated and unused

time management leave shall be paid to the employee at the employee's rate of pay in effect at the time of termination. Upon termination of employment, sick leave banks will not be paid out.

7. Upon the death of an employee, all of the employee's accrued and unused time management leave shall be paid in accordance with state law at the employee's current rate of pay in effect at the time of death.

8. During the first five years of employment, employees shall be required to take a minimum of one week of time management leave per year. Thereafter, employees shall be required to take a minimum of two weeks (defined as 14 days) of time management leave per year.

9. In the prior November of each calendar year and subject to Department Head approval and budgetary restrictions, an employee may make an irrevocable election to sell-back up to eighty (80) hours of earned Time Management Leave (TML) for the following calendar year.

10. To be eligible, an employee must:
    - Have been employed continuously for at least one year.
    - Maintain at least one year's worth of accrued TML after cash out.
    - Have used the minimum TML specified in Section 7.

TML for sell-back will be deducted from TML accrued in the calendar year following the employee's irrevocable election. The employee will receive payment for their election in the following year on their June paycheck at their base rate of pay. If the employee has insufficient TML hours to cover their election, the remaining hours will be paid on their December paycheck. This may cause an employee's TML balance to drop below the required minimum.

Regular part-time employees may opt to receive payment of accrued time management leave on a pro-rated basis by comparing the number of work hours designated for the employee with the designated number of hours for a full-time position. (Example: a half-time employee may only receive payment for a maximum of 40 hours). Request to sell leave outreach will be distributed to employees by the Human Resources Department each November.

B. Each calendar year during the last three years prior to retirement, employees may make an irrevocable election to sell up to an additional 200 hours of accrued leave which will be earned in the following calendar year at the employee's base rate of pay. Extensions of an employee's scheduled retirement date notwithstanding, no employee will be entitled to this option in more than three years. This irrevocable election will occur in November of each calendar year. On the pay day for the first pay period in June of the following year, the employee will receive payment for the amount of leave the employee irrevocably elected to sell back in the prior year. If the employee does not have sufficient leave to cover their election in June, the remaining hours will be automatically converted in December.

C. Prior sick leave accumulation.

1. Employees with an existing sick leave bank as of July 1, 2012, shall have those hours moved to a "sick leave vault." One-half of the employee's sick leave vault balance will be paid to the employee upon termination of employment or, upon death of the employee (in accordance with state law). No additional hours will be transferred to the sick leave vault.

2. When an employee transfers to a position covered by the time management program, the employee's existing sick leave accrual will be accounted for separately from time management leave in a sick leave bank. No additional sick leave will be earned or accrued. Employees will be allowed to convert up to 100 hours of existing sick leave to the employee's time management leave bank on a two-for-one basis. (Example: 100 hours of sick leave will convert to 50 hours of earned time management leave).

3. No compensation for accrued sick leave in the sick leave bank will be provided to any employee for any reason.

D. Use of Accrued Leave Due to Illness or Injury. Unless otherwise required by law, the sick leave bank and sick leave vault may only be used by the employee after the employee has been absent from work for the equivalent of three entire workdays due to the same illness or injury. Time off during the first three (3) days will be deducted from the employee's accrued and unused time management leave or, if the employee does not have sufficient time management leave, will be deducted from accrued compensatory time or any other paid leave time.

E. Employees covered by the provisions of this program shall not be eligible for separate vacation or sick leave benefits.

VI. ROLES AND RESPONSIBILITIES

Approved by the Deschutes County Board of Commissioners on (INSERT DATE HERE).

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Nick Lelack
County Administrator