

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.46
		Issue Date: September 20, 2013
		Revision Date: April 22, 2014
CHAPTER: Human Resources	Related Policy:	
SUBJECT: Veterans Day Procedure	Related Laws: Senate Bill 1	

POLICY: The Sheriff's Office supports the nation's servicemen and women, more specifically its own employees, who served in the Armed Forces. The purpose of this policy is to inform employees who have served in the Armed Forces of the day off benefit afforded by the state of Oregon.

RULE: *Reference: Senate Bill 1 signed into law April 4, 2013 by Governor John Kitzhaber*

PROCEDURE: Certain military veterans may take leave for the Veterans' Day Holiday with sufficient notice and with consideration to Sheriff's Office operational needs.

- I. To qualify, the employee must:
 - A. Have served on active duty with the United States Armed Forces for at least six months (this includes being deployed as a member of a Reserve or National Guard unit) or otherwise be a veteran as defined in ORS 408.225;
 - B. Have a military discharge or release under honorable conditions;
 - C. Request the leave at least 21 days in advance (by October 21) using a Lane County Sheriff's Office schedule transaction form (STF);
 - D. Have accrued sufficient holiday leave, or take the day unpaid (with advanced approval), in that order of preference;
 - E. The intent of this G.O. is not to deny any previously scheduled seniority based vacations.
 - F. This G.O. only applies if a Veteran is scheduled to work on Veterans' day

Supervisors must respond to the leave request at least 14 days prior to the holiday (by October 28). For denied requests due to hardship on the agency, the employee may request an alternate day of leave to honor Veterans Day within the same payroll period; or within the following payroll period if mutually agreeable between the employee and the County.

- II. Any Exception to This Policy Must Have Prior Written Approval by the Sheriff.

Enrolled
Senate Bill 1

Sponsored by Senators COURTNEY, BATES; Senators DEVLIN, OLSEN, Representatives BOONE, ESQUIVEL, FAGAN, MATTHEWS, WITT (at the request of Lucy Van Oort in memory of Steven Lippert) (Presession filed.)

CHAPTER
AN ACT

Relating to holidays for veterans; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. { +

(1) An employer shall provide an employee who is a veteran as defined in ORS 408.225 with paid or unpaid time off for Veterans Day if:

- (a) The employee would otherwise be required to work on that day; and
- (b) The employee provides the employer with:

(A) At least 21 calendar days' notice that the employee intends to take time off for Veterans Day; and

(B) Documents showing that the employee is a veteran as defined in ORS 408.225.

(2) If the employer determines that providing time off under subsection (1) of this section would cause the employer to experience significant economic or operational disruption, or undue hardship as described in ORS 659A.121, the employer is not required to comply with subsection (1) of this section.

(3) The employer shall, at least 14 calendar days before Veterans Day, notify the employee whether the employee will be provided time off for Veterans Day and whether the time off will be paid or unpaid.

(4) If the employer determines that the employer cannot provide time off to all of the employees who requested time off under subsection (1) of this section, the employer shall:

- (a) Deny time off to all employees who requested time off; or
- (b) Deny time off to the minimum number of employees needed by the employer to avoid significant economic or operational disruption, or undue hardship as described in ORS 59A.121.

(5) An employer shall allow an employee who is a veteran and who does not receive time off for Veterans Day to choose, with the employer's approval, a single day off within the year after the Veterans Day on which the employee worked as a replacement for Veterans Day to honor the employee's service. + }

SECTION 2. { + This 2013 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect on its passage. + }

Enrolled Senate Bill 1 (SB 1-INTRO)

Passed by Senate February 26, 2013

Robert Taylor, Secretary of Senate
Peter Courtney, President of Senate

Passed by House March 26, 2013

Tina Kotek, Speaker of House