

## Article 14 - Unpaid Leaves of Absence

14.1 Unpaid leaves of absence may be granted by the ESD, at its discretion, for any reasons deemed appropriate by the ESD. [The Employer shall maintain and apply a consistent method for evaluating requests.](#)

14.2 An employee shall make a written request for short-term (up to [thirty \(30\)](#) work days) unpaid leave of absence to the Chief Human Resources Officer at least thirty (30) calendar days prior to the commencement of the leave, except in the case of an emergency.

14.3 A long-term leave of absence without pay for up to one [\(1\)](#) year may be granted by the ESD. A request shall be submitted in writing to the Department of Human Resources sixty (60) calendar days prior to the starting date of the requested leave, [except in the case of emergency.](#)

14.4 Employees who are granted a long-term unpaid leave of absence ~~will be assured of~~ [are subject to](#) the following:

A. The employee may continue insurance programs through COBRA, administered by Oregon Educator Benefits Board (OEBB).

B. Employees on leave shall retain all benefits which state law provides and [seniority, if applicable, as outlined in Article 19 of this Agreement.](#) ~~the seniority that has been attained prior to the leave.~~

C. An employee returning to the ESD following an unpaid leave of absence shall be reassigned to a comparable assignment.

D. An employee returning to the ESD shall notify the HR Department sixty (60) calendar days prior to their anticipated date of return.