

CITY OF PORTLAND, OREGON



Bureau of Police Dan Saltzman, Police Commissioner

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EXECUTIVE ORDER

DATE: July 9, 2009

TO: All Bureau Members

RE: DIR 210.21 Leaves of Services

ACTION: New language added under RU Manager Responsibilities section (sub-section 5 is

new) concerning parental leave.

Family and Medical Leave (210.21)

c. RU Manager Responsibilities.

- 1. Provide employees with appropriate forms (available from BHR).
- 2. Forward all leave forms to the BHR FMLA Coordinator.
- 3. Display family leave posters as required by law. Posters can be ordered through BOLI (Bureau of Labor and Industry) Technical Assistance for Employers.
- 4. Determine if the member should be transferred to Leave of Service (LOS) while on leave and if so, coordinate with Personnel.
- 5. The intent of FMLA parental leave is for the member to take up to twelve weeks off in one uninterrupted period of time. RU managers may authorize this time off to be taken in segmented blocks of time. The RU manager will consider the following when making a determination:
 - a) Staffing levels.
 - b) Budgetary considerations.
 - c) Impact on other employees.
 - d) Other work unit responsibilities that may be affected by the requested schedule.

FOR MORE INFORMATION:

Please contact Marsha Palmer, Chief's Office, at 503-823-0264.

ROSANNE M. SIZER Chief of Police

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