



AUHR 6.01 GENERAL LEAVES OF ABSENCE

Approval

The City Auditor may grant leaves of absence to employees on the showing of good cause. No employee may be granted a general leave of absence for more than 12 months in any five-year period. Employees must exhaust all appropriate accrued leave prior to going on unpaid leave, except in accordance with the [Administrative Rules on Family Medical Leave](#) and [Military Leave](#).

Unless otherwise required by law, leaves of absence for general or personal reasons shall be no more than 12 months from the beginning date of the approved leave. For a general or personal leave of absence, there are no automatic position return guarantees.

However, the Auditor may hold the employee's position open pending their return at the conclusion of the leave of absence. The commitment for such a "held" position must be in writing, signed by the Auditor, and provided in advance of the commencement of the general leave of absence.

Blood Donation

Employees wishing to donate blood or participate in the registry for stem cell and bone marrow transplant during work time shall be given a period, not to exceed two hours, to do so without a reduction in accrued leave.

Separation from Employment

An employee granted a leave of absence will be considered separated from the city as a voluntary quit if there is no vacant position to return to at the expiration of their leave, unless the Auditor agreed to hold their position as noted above. Any employee who fails to return to duty at the end of their approved leave will also be treated as a voluntary quit. If the original leave of absence was approved for less than 12 months, an extension may be granted, providing that the total leave does not exceed 12 months. Any extension must be approved in writing by the Auditor.

Any employee wishing to return after separation may pursue reinstatement, if applicable, or hire through the competitive recruitment process.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 6.01 General Leaves of Absence.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.