



PARKS & RECREATION

Date: 12/31/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 4.1.6 LOPR_Employee Benefits

Background: The City of Lake Oswego provides employees with benefits besides salaries and wages in form of compensation of vacation, paid holidays, family and medical Leave, leaves of absence and employee insurance. These benefits and described in detail under Personnel Policies (PP) in Part 4.

The guidelines contained in Personnel Policies 4-1, 4-2, 4-3, 4-4, and 4-5 include information concerning:

1. 4-1 Vacation
 - Eligibility
 - Vacation Accrual
 - Calculating Accrual Rates
 - Maximum Accrual
 - Scheduling Vacation
 - Pay in Lieu of Vacation
 - Payout at Termination
2. 4-2 Holidays
 - Eligibility
 - Days Observed as Holidays
 - Early Closings
 - Personal Holiday
 - Holiday Pay
 - Religious Holidays
3. 4-3 Family and Medical Leave
 - Qualifying Reasons for Leave
 - Eligibility for Leave
 - Length of Leave
 - The 12-Month Period (The City's Leave Year)
 - Serious Health Conditions and Qualifying Exigencies
 - Wages and benefits During Family Leave
 - Requesting FMLA and Other Requirements
 - Return to Work
4. 4-4 Leaves Of Absence
 - Sick Leave
 - Management Leave
 - Military Leave
 - Peace Corps

- Jury Duty
 - Witness Duty
 - Bereavement Leave
 - Personal Leave
5. 4-5 Employee Insurance
- Health Insurance
 - C.O.B.R.A.
 - Life Insurance
 - Long Term Disability (LD)
 - Survivor's Income
 - Retirement
 - Workers' Compensation
 - Employee Assistance Program

Links to Sources:

[Personnel 4-1](#)

[Personnel 4-2](#)

[Personnel 4-3](#)

[Personnel 4-4](#)

[Personnel 4-5](#)

Responsibility/Contacts: Director, Administrative Assistant