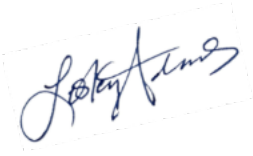
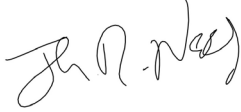


1 

2 

**ARTICLE 66.3--VACATION LEAVE** (ODOT Coalition)

3 **Section 1.** ODFW, Forestry, OPRD, ODOT, Agriculture (Excluding DMV). Seasonal  
4 employees shall have the option to carry forward up to a maximum of fifty (50) hours of  
5 accrued vacation under the following conditions:

6 (a) The employee must be scheduled into a successive season, known as “back-to-  
7 back” seasons. Successive seasons which start no later than seventeen (17)  
8 consecutive calendar days after the end of the prior season shall qualify to be a  
9 “back-to-back” season. If the employee is not scheduled for a successive  
10 season, then accrued vacation will be paid off. If the employee is scheduled into  
11 a successive season, but does not report as scheduled, the Employer will pay  
12 off the vacation balance as it determines is appropriate.

13 (b) The employee must submit written notice of intent to carry forward accrued  
14 vacation leave at least two (2) weeks prior to the end of the season, if a date  
15 certain for season end has been provided to the employee. If no date certain  
16 has been provided to the employee, then the employee must submit written  
17 notice of intent to carry forward accrued vacation leave within five (5) working  
18 days of notice that their season is ending.

19 (c) The employee must be employed by the same agency for the “back to back”  
20 seasons.

21 **Section 2.**

- (a) ODOT Coalition except Agriculture, Water Resources, OWEB. Subject to the operating requirements of the Agency, employees shall have their choice of vacation time. If two (2) or more employees, on the same day, request the same period of time and the matter cannot be resolved by agreement of the Parties concerned, the employee having the greatest length of service with the Agency shall be granted the time, provided however, that an employee shall not be given this length of service consideration more than once every two (2) years. An employee exercising such right must make such request in writing. If each of the employees have already exercised their once every two (2) years length of service consideration then the employee shall draw lots to determine which employees vacation request is granted.
- (b) Agriculture, Water Resources, OWEB. Vacations shall be requested in writing by each employee and subject to written approval or denial by their supervisor. Such written approval or denial shall be provided to the employee within seven (7) calendar days following submittal of a request. This shall not require that use of vacation time be requested seven (7) days in advance. Vacation shall be scheduled, as much as possible, at the convenience of the employee consistent with the operating requirements of the Agency. In the case of conflict between two (2) or more employees in the same work area, the employee who first requested this time shall be given preference. If the conflict again occurs between these employees, such conflicts shall be resolved on a rotating basis.

**Section 3.**

- (a) ODOT, Except DMV. Full-time permanent employees shall be allowed to use at least one (1) full week of vacation each year during ~~two~~one (1) calendar seasons

of their choice every twelve (12) months. Calendar seasons are defined as ~~Winter~~  
Winter (December, January, and February), Spring (March, April, and May),  
Summer (June, July, and August), Fall (September, October, and November). If the  
requested leave crosses calendar seasons, the season shall be considered the one  
in which the first date the requested leave occurs. The Agency shall grant requests  
of more than one (1) week when the workload of the unit will permit. Seasonal  
employees who work a combination of seasons which involve work in any portion of  
any eight (8) months of a calendar year shall be permitted one (1) full week of  
vacation consistent with the provisions for a full-time permanent employee. No  
seasonal employee shall have their season terminated solely for the purpose of  
circumventing this Section.

- (b) DMV Only. Permanent employees shall be allowed to use at least one (1) full week  
of vacation each year during ~~two different~~ one (1) calendar seasons of their choice  
every twelve (12) months. Calendar seasons are defined as ~~Winter~~ Winter  
(December, January, and February), Spring (March, April, and May), Summer (June,  
July, and August), Fall (September, October, and November). To be considered a  
season of choice request, the leave request must be made at least 10 calendar  
days prior to the start of the season and be a continuous block of time. If the  
requested leave crosses calendar seasons, the season shall be considered the one  
in which the first date the requested leave occurs. The Agency shall grant more  
than one (1) week when the operating requirements of the Agency permit.  
Employees with over one-hundred (100) hours of vacation time on record at the time

of request, will be granted additional leave time, subject to the operating requirements of the Agency.

**Section 4. Vacation Requests (OPRD).** Permanent employees shall be allowed to use at least one (1) full week of vacation each year during ~~two (2) the~~ calendar seasons of their choice. **Calendar seasons are defined as Winter (December, January, and February), Spring (March, April, and May), Summer (June, July, and August), Fall (September, October, and November).** The Agency shall grant requests of more than one (1) week when the workload of the unit will permit. Seasonal employees who work a combination of seasons which involve work in any portion of any eight (8) months of a calendar year shall be permitted one (1) full week of vacation **during the calendar year active season of their choice when the workload of the unit will permit.** ~~consistent with the provisions for a full-time permanent employee.~~ No seasonal employee shall have their season terminated solely for the purpose of circumventing this Section.

**Section 5.** All requests for vacation shall be reviewed and approved or rescheduled by the Agency within ten (10) calendar days, beginning with the day following submittal of a request. This shall not require the use of vacation time be requested ten (10) days in advance. Vacation shall be scheduled, as much as possible, at the convenience of the employee consistent with the operating requirement of the Agency.

**Section 6. Cancellation of Vacation (Except Water Resources, OWEB).** A scheduled vacation shall not be canceled once an employee has made a deposit on reservations and the deposit is not recoverable, except in the event of an emergency. The Agency may require proof of such unrecoverable deposits.

**Section 7. Cancellation of Vacation (Water Resources, OWEB).** Approved vacation leave may not be canceled by the Employer except in the event of an emergency condition which creates an abnormal workload or other condition not under the control of management. In the event of an emergency, the affected employee shall be notified of the cancellation in writing. When vacation leave has been approved at least ninety (90) days in advance and is canceled, unrecoverable transportation or lodging deposits will be paid by the Agency if the employee produces proof of such unrecoverable deposits, including written evidence of a good faith effort to recover the deposits.

~~**Section 8.** Vacation leave shall not accrue during a leave of absence without pay or education leave with pay the duration of which exceeds fifteen (15) calendar days.~~

REV: 2013, 2019, 2021,2023