

**OHSU PARKING DEPARTMENT
LEAVE OF ABSENCE/LAYOFF POLICY**

In the event any OHSU employee, who is also participating in the OHSU Parking program, is placed on a leave of absence or laid off, the following options apply with regards to their existing OHSU parking:

1. An OHSU parker who is leaving OHSU for an extended period of time (more than two weeks) due to a leave of absence or as a result of a lay off must notify the OHSU Parking Office. All OHSU Parking stickers should be returned in order for the parker to no longer be charged for parking.
2. Payroll deductions cannot be used for payment of parking fees for a laid off employee or one who is on an extended leave of absence. If an employee going on an extended leave of absence, or being laid off, chooses to keep their OHSU parking during this leave period, cash payment will need to be made in advance. OHSU parking stickers should be returned, and temporary hang tags issued for the time period prepaid for.
3. Once an employee returns to OHSU as an employee, the parking stickers will be reissued, and payroll deduction restarted, as long as all terms of OHSU layoff policies have been met.

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