



## OREGON SICK TIME RULE GUIDANCE IN CANBY SCHOOL DISTRICT

Canby School District offers sick time in accordance with Oregon Law Chapter 537, Section 9 and described in Oregon Administrative Rules Chapter 839, Division 7.

Employees as defined in this rule are entitled to sick time as described in the table below. Employees are eligible on their hire date. Employees that are not covered under another collective bargaining agreement are eligible for sick time such as:

- Temporary Staff (if not already covered under another bargaining agreement; e.g. regularly scheduled)
- Coaches/Extra Duty Employees (if not already covered under another bargaining agreement)
- Substitute Teachers
- Substitute Classified (Instructional Assistants, Secretaries, Custodian, Nutrition Services)
- Other: Tutors, Community Education, Hourly, On-call or Limited-term employees, Student Workers

\*This does not apply to regularly scheduled employees who are covered by a collective bargaining agreement as they receive sick leave according to their collective bargaining agreement.

	<b>Substitutes</b>	<b>Coaches/Extra Duty Positions</b>	<b>Other Positions:</b> Temporary; Tutors; Community Ed; Hourly; On-Call; Limited-Term, etc.
Method of Earning Sick Time	Accrual	Front-loaded	Accrual
Earning Rate	1 hour for every 30 worked	40 hours per school year	1 hour for every 30 worked
Minimum Usage Increments	1 Hour	1 Hour	1 Hour
Maximum Accrual	80 Hours	80 Hours	80 Hours
Maximum Usage/Carry Over per year	40 Hours/40 Hours	40 Hours/40 Hours	40 Hours/40 Hours
How to Claim Sick Time	Must be previously scheduled to work and cancel sub job; complete Sick Time Request Form	Complete Sick Time Request Form indicating hours missed; no additional payment to be granted	Must be previously scheduled to work and; complete Sick Time Request Form

### **Claiming Sick Time**

Temporary; Coaches/Extra Duty; Tutors; Community Ed; Hourly; On-Call; Limited-Term; Student Workers, etc. must submit the Sick Time Request Form for time they were scheduled to work. Substitute employees must have accepted a job in AESOP that was cancelled in AESOP. Same day job acceptance and leave requests will not be granted. The substitute tracking system will be used to verify applicability of leave. For jobs not accepted through the AESOP system, verification with the department will be requested.

### **Reporting**

Available sick time will be listed in iVisions portal, on employee paychecks and on direct deposit notices.

### **Sick Time Expiration**

Sick time for employees covered under this arrangement is granted per the table above. If an employee separates from Canby School District, the employee is not entitled to a payout nor transfer of sick time balances. Sick time as listed above is not reported to the Oregon Public Employee Retirement System (PERS). Sick time is reinstated if the employee is rehired within 180 calendar days.

### **Sick Time Use**

Employees are entitled to use sick time for the following purposes:

- For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for a family member with a serious health condition.
- To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.

### **Abuse**

If Canby School District reasonably suspects that an employee is abusing sick time, including engaging in a pattern of abuse, the employer may require verification from a health care provider of the need to use sick time, regardless of whether the employee has used sick time for more than three (3) consecutive days.