

Southern Oregon Education Service District (SOESD)

Oregon Sick Time Procedures

For employees not covered by formal labor contracts

As the title of this procedure stated the procedure is for those not covered by formal labor agreements. Primarily this will apply to those employees providing substitute services or short-term temporary work for a program or department. If you are unsure if this procedure applies to you, please talk with your immediate supervisor.

Under Oregon law, you are entitled to earn and use up to 40 hours of paid sick time per year, to use for the following reasons:

- Your health condition:* For your own illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of your illness, injury, or health condition. Also includes preventative medical care.
- Family member's health condition:* For care of a covered family member's illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of an illness, injury, or health condition. Also includes preventative medical care. Covered family members include your spouse, Oregon registered same-sex domestic partner, child, child of your Oregon registered same-sex domestic partner, parent, parent-in-law, parent of your Oregon registered same-sex domestic partner, grandparent, or grandchild.
- OFLA reasons:* For any reason covered by the Oregon Family Leave Act (OFLA). This includes your own serious health condition (but not workers' compensation leave, unless you refuse a suitable offer of modified duty); a covered family member's serious health condition; parental leave (care for your newborn, recently adopted or newly placed foster child within 12 months of the date of birth or placement); "sick child" leave (under 18 or adult disabled dependent child who has an illness, injury or condition that is not a serious health condition but requires home care); or bereavement leave (limited to a maximum of two weeks per family member, per 12-month period, and must be taken within 60 days of learning of the death).
- Domestic violence, harassment, sexual assault, or stalking:* Time off to address a situation in which you, your child (under 18 or adult disabled dependent), or someone for whom you are a guardian is the victim of domestic violence, harassment that is criminal under Oregon state law, sexual assault, or stalking.
- Public health emergency:* Closure of our business, or of your child's school or care provider due to a public health emergency; decision by a public health official or health care provider that the presence of you or your covered family member in the community would jeopardize the health of others; or when a law or regulation requires us to exclude you from the workplace for health reasons.

Paid sick time accrues at the rate of 1 hour per 30 hours of work. You may earn a maximum of 40 hours of paid sick time per year, which is defined as a fiscal year from July 1 to June 30. You may carry over up to 40 hours of unused sick time from one year to the next. However, you are limited to a maximum balance of 80 hours of sick time during the year.

Use of sick time: Licensed substitute teachers are required to use sick time in four hour increments. All others covered under this procedure are required to use sick time in one hour increments.

New employees hired on or after January 2, 2016, are eligible to begin using accrued sick time on the 91st calendar day of employment. Employees hired on or before January 1, 2016, are eligible to begin using sick time as soon as it is accrued.

Accrued sick time has no value upon termination. However, if you leave employment and are reemployed with us within 180 days, we will restore your accrued sick time balance.

The Bureau of Labor and Industries (BOLI) requirement notice of Oregon's sick time law can be found posted at all five SOESD locations. In addition, these procedures along with the BOLI requirement notice can be found at the following webpage link: <http://www.soesd.k12.or.us/Page.asp?NavID=2196>

Procedure for accessing paid sick time:

A substitute or short term employee will send an e-mail communication to the Substitute Coordinator at sub_services@soesd.k12.or.us and provide the following information:

- Name
- Date of scheduled work
- Hours of scheduled work
- Name of school
- Name of teacher
- Job Confirmation # (if available)
- Amount of sick time requested

The e-mail containing the above information will be used to document the paid sick time for the employee. In addition to the above communication, substitutes will cancel their job assignment using the Frontline Absence Management system; there will be no change to how substitutes work with and use the Frontline Absence Management system for acquiring and/or canceling job assignments.

The paid sick time will be processed in the following month. The paystub will provide a sick time balance each month.