



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.

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.

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.

Procedure for accessing paid sick time:

A substitute or short-term employee will fill out the **Substitute Sick Day Request** form in [Frontline Central](#). The following information will be requested on the form:

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

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.

If you have any questions regarding the sick time procedures or accrual of sick time, please email sub_services@soesd.k12.or.us or call 541-776-8590 x1182.