

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE POLICY

Name: Leaves & Absences

Section: Personnel

Code: GCBD-AP

Sick leave entitlement for personal illness or injury will accrue at the rate of ten (10) days each year as provided by Oregon Revised Statutes. Twelve-month employees will accrue one day per month or 12 days each year. All other employees who work less than 12 months will receive one day per month.

In accordance with state law, this leave will accumulate without limit.

The district reserves the right, after five consecutive days of absence, to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the district. Any employee refusing to submit to such an examination or to provide other evidence as required by the district shall be subject to appropriate disciplinary action up to and including dismissal.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Other paid and unpaid leaves will be determined by the district's negotiated agreements.

Any employee who has sustained a compensable personal injury or illness and is disabled and unable to perform essential job functions, will be reemployed at such a time as a physician issues a releasing work statement explaining the type of work that is appropriate for reassignment, assuming such work is both suitable and available. Such rights of reemployment are subject to seniority rights and other restrictions of the collective bargaining agreement between the employer and the employee bargaining unit.

Sickness or other unavoidable circumstances that prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law may result in the being placed on unpaid leave for the remainder of the school year or until the teacher's disability is removed and they are able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher's employment, subject to state and federal laws.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated or on the date the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal protected leave. The staff member will be informed of their rights to remain part of the district's benefit plan at personal expense.

Sick time / leave will be tracked via the district's timekeeping and payroll systems. Accrual, usage and available balances will be made available to employees on their pay stubs. For accounting purposes, the district's leave year will match the fiscal year (July 1 – June 30).

END OF POLICY

Legal Reference(s):

ORS 332.507

ORS 342.545

ORS 342.610

ORS 695A.046

Knapp v. North Bend, 304 OR. 34 (1987)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2012).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2012).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 1210-12213 (2012); 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Reviewed: 2007, 3/14/2023

Approved: 4/11/2023