

**BEND - LA PINE SCHOOL DISTRICT NO 1**  
**ADMINISTRATIVE REGULATIONS**  
**CODE: GCBD-AR**  
**DATED:**  
**REVISED:**  
**REVIEW DATE:**  
**REVIEWED BY:**

**LEAVES AND ABSENCES**

Sick leave entitlement for personal illness/injury will accrue at the rate of ten 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.

Any employee who has sustained a compensable personal injury or illness and is disabled from performing duties while on the job will be reemployed at such time as a physician issues a releasing 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 employee bargaining unit.

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

Sickness or other unavoidable circumstances that prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law will result in the teacher being placed on unpaid leave for the remainder of the school year or until the teacher's disability is removed and he/she is 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 regarding family illness leave.

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 day the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal parental or family leave. The staff member will be informed of his/her rights to remain a part of the district benefit plan at personal expense.