

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE POLICY

Name: Sick Time

Section: Personnel

Code: GCBDD/GDBDD-AP

“Employee” means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

“Family member” has the same meaning as the term “family member” is defined in the Oregon Family Leave Act (OFLA) at ORS 659A.150 (2015).

“School year” means the one-year period between July 1 of one year to June 30 of the following year.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district subject to the terms and conditions outlined below.

Category One Employees

1. Category One employees are employed licensed teachers.
2. Category One employees will be front-loaded paid sick time of 56 hours at the beginning of each school year.
3. Category One employees must use sick time in increments of four (4) hours. Category One employees may only use sick time for the employee’s or a family member’s mental or physical illness, injury or health condition or need for preventative care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.
4. Category One employees may not carry over any sick time from one school year to the subsequent school year.

Category Two Employees

1. Category Two employees include all other non-licensed teacher employees of the District who are not Category One employees; including classified, confidential, licensed administrators, unlicensed administrators, coaches, supervisors, seasonal employees and substitutes.
2. Category Two employees will be front-loaded paid sick time of 40 hours at the beginning of each school year.
3. Category Two employees must use sick time in hourly increments. Category Two employees may only use sick time for the employee’s or a family member’s mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventative care, or for reasons consistent with the FMLA or OFLA. Sick time may also be used in the event of a public health emergency.
4. Category Two employees will not carry over any sick time from one school year to the subsequent school year.

General Provisions

1. When the reason for use of sick time by an employee is consistent with FMLA/OFLA leave, the FMLA/OFLA leave will run concurrently with the sick time. When the reason for use of sick time by an employee is consistent with other applicable paid leave available to the employee (including, without limitation, sick leave and bereavement leave), sick time will run concurrently with such leave.
2. If the reason for sick time is a foreseeable absence, the district will require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall make a reasonable effort, in conjunction with the employee's immediate supervisor, to schedule the sick time in a manner that does not unduly disrupt the operations of the district (*i.e.*, grading deadlines, in-service training, mandatory meetings).
3. If the reason for use of sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district as soon as practicable.
4. The district reserves the right after five (5) consecutive days of absence to require proof of personal illness or injury from the employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district will be subject to appropriate disciplinary action, up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 342.610](#)

[ORS 659A.150 to -659A.186](#)

SB 454 (2015)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Americans with Disabilities Act Amendments Act of 2008.

Reviewed: 5/2/16, 12/6/17

Approved: 5/9/16, 12/11/17