

Baker School District 5J

Code: **G CBD/GDBD**
Adopted: 9/19/00
Orig. Code(s): G CBD/GDBD

Leaves and Absences

Leave entitlement for personal illness or injury will accrue at the rate of 10 days each year as provided by Oregon Revised Statutes. Twelve-month employees will accrue 1 day per month or 12 days each year.

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

The district reserves the right after an absence of more than five consecutive days, 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 administrators.

Sickness or other unavoidable circumstances that prevent an employee from working 20 school days immediately following exhaustion of sick leave accumulated under Oregon law will result in the employee being placed on unpaid leave for the remainder of the school year or until the employee's disability is removed and he/she is able to return to work. If the employee is still unable to return to work the following August 1, the Board may terminate the employee's employment, subject to state and federal laws regarding family illness leave.

Unpaid leaves of absence for periods of up to one year for study or teacher exchange opportunities may be approved by the superintendent. However, unpaid leaves of absence to pursue alternative employment opportunities may not be approved by the superintendent. Such leaves, if granted, will be limited to four per school year. Violation of this policy may result in revocation of rehire rights of an employee.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 342.610](#)

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).

Cross Reference(s):

ACA - Americans with Disabilities Act

GBEDA - Drug and Alcohol Testing - Transportation Personnel