

# Dayville School District 16J

Code: **G CBD/GDBD**  
Adopted: 2/13/96  
Readopted: 10/11/11  
Orig. Code(s): G CBD/GDBD

## Leaves and Absences

The Board shall provide the following leave of absence opportunity for all staff members in the interest of the employee, the students and the purposes of the district:

1. Sick leave is provided all teachers at the rate of one day per month worked each year. Doctor's certificate may be required after three days consecutive illness:
  - a. Employees shall provide information to the superintendent of absence due to personal illness as soon as possible, preferably the day before the absence;
  - b. Employees absent due to personal illness shall inform the superintendent of expected return by 3:00 p.m. of the day prior to returning;
  - c. Employees shall leave workbooks or other documents available to substitutes with up-to-date information on work in progress.
2. Employee bereavement leave may be allowed, subject to superintendent approval. Such leave is limited to use for members of the employee's immediate family. Immediate family shall be defined in accordance with Oregon Family Medical Act Law.

Absence due to jury duty and court appearance under subpoena shall be granted as required. Any compensation other than mileage allowed the participant will be remitted to the district and the participant will receive their regular salary during duty.

Any employee who is unable to perform his/her duties because of illness or temporary disability or for any other reason necessitating absence from service or for any other reason deemed sufficient by the superintendent shall be placed on a leave of absence.

An employee who has been absent from duty because of illness or for other reasons and who, in the judgment of his/her supervisor, does not appear able to perform the duties required by the position, may be requested by the superintendent to submit to a health examination by a licensed health care professional.

END OF POLICY

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**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):**

GBDA - Mother Friendly Workplace

GBEDA - Drug and Alcohol Testing - Transportation Personnel