

Grants Pass School District 7

Code: GCBDD/GDBDD
Adopted: 6/28/16

Sick Time

General Provisions That Apply to All Employees

"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.

New employees qualify to begin earning and accruing sick time on the first day of employment with the district and may begin using that sick time on the 91st day of their employment.

A district shall allow an eligible employee to access up to 40 hours of paid sick time per fiscal year.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a fiscal year.

Sick time shall be taken in hourly increments and may be used for the employee's or a family member's¹ 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 preventive 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.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an 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, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

Nothing in this policy impacts the district's sick leave obligation under ORS 332.507. The district will track and report sick time to the employee separately from other district leave provisions.

If the reason for sick time is a foreseeable absence, the district may 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 take

¹"Family member" is defined by the Oregon Family Leave Act (OFLA).

reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, and mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district as soon as practicable.

Employees Covered by a Collective Bargaining Agreement or Employment Agreement

Paid sick time of 40 hours shall be front-loaded to staff members who are covered by a collective bargaining agreement, or who are designated as administrative or confidential staff members covered by an employment agreement at the beginning of each fiscal year.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently. Nothing in this policy impacts the district's sick leave obligation under any applicable collective bargaining agreements.

Employees Not Covered by a Collective Bargaining or Employment Agreement

Paid sick time of 40 hours shall be front-loaded for coaches and other extra duty employees at the beginning of each fiscal year. Classified substitutes shall accrue paid sick time of at least one hour for every 30 hours worked or 1 1/3 hours for every 40 hours worked.

The district shall establish a standard process to track the eligibility for sick time of a classified substitute.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.610](#)

SB 454 (2015)

[ORS 342.545](#)

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

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.