

# Mosier Community School

Code: **GCBDD/GDBDD**  
Adopted: 11/17/16

## Sick Time

“Employee” means an individual who is employed by the public charter school 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.

Employees qualify to begin earning and accruing sick time on the first day of employment with the public charter school.

The public charter school shall allow each eligible full time school employee access up to at least 10 days of full pay sick time per year, or one (1) day per month employed, whichever is greater. Employees shall accrue sick leave at the rate of one day per month. Unlimited accumulation of sick leave will be allowed and the public charter school shall permit new employees to transfer and use up to seventy-five (75) days sick leave accumulated in other Oregon charters and/or school districts.

Sick time pay for regular part-time employees shall be pro-rated on the basis of the average number of hours per week the employee works. Paid sick time shall be front-loaded to all full-time represented and non-represented employees, at the beginning of the fiscal year.

Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours an employee works as a substitute or temporary employee.

Sick time may be taken in quarter hour increments, except for represented licensed employees and licensed substitutes, who must take sick time in 4-hour increments, and may be used for the employee’s or a family member’s<sup>1</sup> 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 Oregon Family Leave Act (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 public charter school 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.

---

<sup>1</sup>“Family member” is defined by the Oregon Family Leave Act (OFLA).

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

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 sick leave obligation under Oregon Revised Statute (ORS) 332.507.

When the reason for sick time is consistent with other applicable leave, the sick time and other applicable leave may run concurrently.

If the reason for sick time is a foreseeable absence, the public charter school may require the employee to provide advance notice of their intention to use sick time as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, in-service 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 public charter school as soon as practicable.

The public charter school shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.507](#)  
[ORS 342.545](#)

[ORS 342.610](#)  
[ORS 653.601 to -653.661](#)

[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.

**Cross Reference(s):**

GBDA - Mother Friendly Workplace