

# Silver Falls School District 4J

Code: **GDBDA**  
Adopted: 5/9/89-E  
Readopted: 9/8/97

## Leaves of Absence – Sick Leave

Sick leave means absence from duty because of an employee's illness or injury. It is not leave for routine medical or dental appointments. Medical and dental appointments that relate to an illness or injury are considered sick leave.

Employees are granted one sick leave day per month of their employment, and may accumulate days for each year employed with no maximum limit. For the purpose of illness, a classified employee new to the district may transfer and use up to 75 days accumulated sick leave carried by the most recent employing Oregon district. An employee must complete 30 working days in the new district before becoming eligible to use transferred sick leave.

The Board reserves the right to require a certificate from the employee's attending physician or practitioner that the illness or injury prevents or prevented the employee from working.

For absences beyond accumulated sick leave, the employee will be charged one day of salary for each day so missed; and the deduction will be made by the district clerk from the employee's salary in the next regular pay period.

All district employees are insured with an accident insurance carrier approved by the Worker's Compensation Board.

END OF POLICY

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### Legal Reference(s):

[ORS 332.507](#)