

SICK TIME

Employees qualify to begin earning and accruing sick time on the first day of employment with Powell Butte Community Charter School subject to the terms and conditions outlined below.

A. Applicable Definitions

“School Year” means the one-year period between July 1 of one year to June 30 of the following year.

“Employee” means an individual who is employed by the Powell Butte Community 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.

“Family Member” has the same meaning as the term “family member” is defined in the Oregon Family Leave Act (OFLA).

B. Category One Employees

1. Category One employees include licensed teachers (as defined by ORS 342.815(9)) who require substitutes as determined by school administration.
2. Paid sick time of 56 hours shall be front-loaded to Category One employees at the beginning of each School Year.
3. Category One employees shall take sick time in increments of four (4) hours for the employee’s or a Family Member’s 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.
4. Category One employees may use up to 56 hours of sick time per School Year.
5. Category One employees may not carry over any sick time from one School Year to the following School Year.

C. Category Two Employees

1. Category Two employees include and are limited to all of the following employees: classified employees, supervisory/confidential employees, non-represented employees, licensed administrators, unlicensed administrators and licensed non-teachers.
2. Paid sick time of 40 hours shall be front-loaded to Category Two employees at the beginning of each School Year.

3. Category Two employees shall take sick time in increments of one hour for the employee's or a Family Member's 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.
4. Category Two employees may use up to 40 hours of sick time per School Year.
5. Category Two employees may not carry over any sick time from one School Year to the following School Year.

D. Category Three Employees

1. Category Three employees include all other employees who are not Category One or Category Two employees.
2. Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours the Category Three employee works, or 1-1/3 hours for every 40 hours that employee works.
3. Category Three employees shall take sick time in increments of one hour and may be used for the employee's or a Family Member's 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 (FMLA) or (OFLA). Sick time may also be used in the event of a public health emergency.
4. Category Three employees may use up to 40 hours of accrued paid sick time in a School Year.
5. Category Three employees may carry over up to 40 hours of unused sick time from one School Year to the subsequent School Year.
6. Category Three employees may not accrue more than 80 hours of paid sick time.

E. General Provisions

1. When the reason for use of sick time by an employee is consistent with FMLA/OFLA leave, the FMLA/OFLA leave will run concurrently with the sick time. When the reason for use of sick time by an employee is consistent with other applicable paid leave available to the employee (including, without limitation, sick leave and bereavement leave), sick time will run concurrently with such leave.
2. If the reason for sick time is a foreseeable absence, Powell Butte Community Charter School will 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 make a reasonable effort, in conjunction with the employee's supervisor, to schedule the sick time in a manner that does not unduly disrupt the operations of Powell Butte Community Charter School (*e.g.*, grading deadlines, in-service training, mandatory meetings).
3. If the reason for use of sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify Powell Butte Community Charter School as soon as practicable.

4. Powell Butte Community Charter School reserves the right after five 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 Powell Butte Community Charter School. An employee refusing to submit to such an examination or to provide other evidence as required by Powell Butte Community Charter School shall be subject to appropriate disciplinary action, up to and including dismissal.

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

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