

ARTICLE 11
SICK LEAVE

- A. "Sick Leave" means the illness of an immediate family member or the absence from duty because of illness or non-job related injury which prevents the employee from working, or for any reason set forth in the Oregon Sick Time Law. Immediate family is defined as: spouse, domestic partner, children, grandchildren, parents, grandparents, brothers and sisters, and parents of the spouse and those in loco parentis to the employee or the employee's spouse.
- B. In accordance with the provisions of ORS 332.507, sick leave shall be granted all employees on the basis of one day's leave for each month of regular employment with a minimum of ten (10) days and a maximum of twelve (12) days sick leave for a full year of employment. Less than twelve (12) month employees who work in their regular job classification during July and August will be credited with one day of sick leave (calculated on their summer daily work hours) provided they work at least twenty (20) days per month. Sick leave shall be accumulative during the continuous service of the employee to this District. Sick leave shall be credited to said personnel on a monthly basis for each month worked. Employees will have sick leave available (accrued as of the last day of the month prior to his/her absence) for use. Balances showing on Employee Online Services may reflect more leave than is currently usable, as this system is updated once per month. Employee sick leave is pro-rated within each contract year. Employee pay will be deducted for any days on leave for which sick leave is unavailable.
- C. Any employee who is absent because of illness for five (5) or more consecutive school days or who shows a pattern in use of sick leave which gives rise to a suspicion of abuse of the sick leave benefit may be required by their supervisor to file with Human Resources a certificate from their physician attesting to such illness. Such physician's certificate may be required at the end of each payroll period during an extended absence.
- D. As provided in ORS 238.350, unless otherwise prohibited by law, retiring employees shall be compensated through the Public Employees Retirement System for accumulated unused sick leave in the form of increased retirement benefits upon service or disability retirement.
- E. Upon expiration of accumulated sick leave an employee shall be granted additional sick leave compensation according to the employee's years of experience with the District.

The following schedule will apply once only during an employee's career with the District:

- 1-5 years of District experience: two-third's salary for five (5) days
- 6-10 year of District experience: two-third's salary for ten (10) days
- 11 or more years of District experience: two-third's salary for twenty (20) days

Any sick leave days at two-thirds pay used during one of the above periods (e.g., 1-5 years District experience) will be subtracted from the days available during another period (e.g., 6-10 years of District experience). Thus, an employee who used five (5) days sick leave at two-thirds pay under this policy during the first five (5) years of District service would be eligible for an additional five (5) days of sick leave at two-thirds pay when the employee reached 6-10 years of experience with the District.

- F. Sick leave shall accumulate for an unlimited number of days. Transfer of sick leave from another Oregon school district shall be allowed up to that carried by the most recent employing Oregon school district. Sick leave transferred in from another district shall not be effective until the employee has completed thirty (30) working days for the District. ~~is limited to seventy five (75) days.~~