

## Article 5 - Paid Leaves of Absence

### A. Sick Leave

Employees who are absent because of personal illness or injury or pregnancy, or for any other reason set forth in the Oregon Sick Time law, shall receive compensation on ~~account of sickness~~ during such absence in accordance with the following provisions:

1. All employees shall be granted ten (10) days sick leave during each school year; employees who work more than ten months will be credited with one day for each additional month worked. Such sick leave shall be credited to said employees on the first school day of the fall semester. In case of employees who begin service after commencement of the school year, sick leave days shall be credited on the first day of employment and shall be prorated.
2. Sick leave days shall accumulate on an unlimited basis.
3. An employee who has accumulated sick leave during employment in another Oregon school district, and who was so employed during the preceding year, shall, upon proper verification be allowed to transfer into this District, the number of sick leave days so accumulated, as allowed by Oregon Statute.
4. Verification—a grant of sick leave in excess of five (5) consecutive days may be verified by a written statement from the employee's attending physician or practitioner that injury or illness prevents the individual from work. If the absence is extended over successive pay periods, these verifications must be submitted regularly each month or worded in such a way by the physician as to indicate the length of absence. Illness of less than five (5) days' duration may require verification if requested by the principal or Executive Director of Human Resources.
5. Cancellation—it is understood that all sick leave benefits are immediately and automatically canceled upon termination of employment by resignation or discharge by the District and no payment for unused accumulated sick leave is due.
6. Unused sick leave shall be reported to PERS upon retirement in accordance with the law.

### B. Bereavement

Upon request, employees shall be allowed up to three (3) days of absence with pay for a death in the immediate family (for definition of "immediate family" see section E. of this article). Special consideration may be given by the superintendent in unique situations, such as foster children and step-relatives. The superintendent may approve additional days. Such leave shall not accumulate from year to year.

**C. Court Appearances**

Jury Duty: Absence from assigned work for court jury duty will be permitted under the following conditions:

No deduction will be made from the salary of an employee who is called for jury duty, or is subpoenaed as a witness in a court case in which s/he is not personally involved, provided the employee provides the District with a copy of the summons or subpoena.

The employee on jury duty or who is to appear as a witness in a case in which they are not personally involved, will make every effort to determine in advance whether or not they will actually be required for jury service or as a witness on the day(s) scheduled, and will return to work on days where their jury service or appearance as a witness will allow them to complete two (2) or more hours of work for the district.

**D. Emergency Leave**

Employees shall be granted emergency leave with full pay in an amount up to three (3) days per school year usable in not less than half day portions, or in full shift/route increments as appropriate. **When the District determines that a substitute is not required, employees may use emergency leave in increments of two hours, or in full shift/route increments as appropriate.** Twelve (12) month employees shall be granted up to four (4) emergency days per fiscal year. Applications shall be submitted to the building principal or immediate supervisor of the employee. Emergency leave does not accumulate from year to year. Request for emergency leave should be made at the earliest possible time prior to the leave. Absences made necessary by emergencies may be approved if application is made immediately (within three (3) school days upon return to work). A denial will be reviewed automatically by the superintendent/designee.

Leave may be granted for the following reasons:

- a. Serious illness or serious injury to a party in the employee's immediate family
- b. Court appearance.
- c. Wedding of employee (not to exceed one day) or birth or wedding of members in the immediate family.
- d. Serious household emergencies. Serious household emergencies are those that by necessity cannot be delayed or cared for outside the regular work day.
- e. Funerals for close friends.
- f. Emergency closure

- g. Major family events (child graduating from college; family member returning from foreign military service.)
- h. Religious Observance

Up to an additional three days may be approved by the superintendent for exceptional circumstances.

#### E. Immediate Family

For purposes of this article, immediate family shall include the employee's spouse or domestic partner (**requires a domestic partnership affidavit on file in Human Resources**), father, mother, son, daughter, brother, sister, grandparents, grandchildren, step-parents, aunts, uncles, nieces, nephews, in-laws and/or persons sharing a close personal relationship that includes a responsibility for common welfare (for example, but not limited to step-children or foster relatives).

#### F. Family Illnesses

For household family illnesses, where the employee's presence is required, the employee may choose to use up to **four (4)** ~~three (3)~~ days of his/her:

- Emergency leave
- Sick leave (**additional days may be used in accordance with OR Sick Time Law, and OFLA/FMLA when applicable**)
- Vacation leave (if applicable); or
- The day may be taken without pay

#### G. Cost of Substitute Leave

Each employee is entitled to three shift-days per year for which the cost of the substitute (**step one of the pay scale**) is deducted from his/her salary. These days may be used for personal or professional needs that cannot be taken care of outside the regular work day. In situations where the district feels it is warranted, additional cost of substitute days will be considered if such leave does not unduly disrupt the district's educational program.

#### H. Worker's Compensation Leave

1. Any employee who has filed a Workers' Compensation claim that includes time loss may be paid during the (3) day waiting period before insurance carrier payments begin by opting to use accumulated sick leave or vacation leave, or emergency leave.
2. The employee, or the Association on their behalf, needs to notify Human Resources as to their choice of using sick leave, emergency leave, vacation time or unpaid days to fulfill the other 30% of wages lost. If no such notification occurs, the District shall use available days in this order: sick leave, emergency leave, vacation time or unpaid leave.

- a. The employee must turn in a classified leave slip, marking "Worker's Comp" as the reason for absence. The District will deduct one (1) day of sick leave from the employee's accrued sick leave and the employee will continue to be paid at his/her regular rate of pay.
- b. The employee will keep wage loss payments from the insurance carrier, The District will deduct appropriate leave (as per a. above) and the employee will continue to receive their regular rate of pay.
- c. An employee electing unpaid days (as per a. above) shall not have accrued leave deducted from their leave account (in essence receiving only insurance carrier payments for their time loss period).

**I. Military Leave**

In accordance with ORS 408.290, any employee who has been employed by the District for a period of six (6) months or more is entitled to a leave of absence from duties for military duty for a period of time not to exceed fifteen (15) days in any one calendar year without loss of time, pay, or regular leave. An employee shall notify the District of the dates of military leave within ten (10) days after receipt of military call-up orders or if a specific request is made by the employee within ten (10) days following the request.

**J. Workplace Protections for Victims of Domestic Violence, Sexual Assault or Stalking**  
**The District shall provide those protections and benefits as set forth in ORS 659A.290 for employees who are victims of domestic violence, sexual assault, or stalking.**