# Board policy GCBDD/GDBDD - Sick time

This is the readable version of this policy. The official PDF is the record to keep and return.

Amity School District 4J. Code: GCBDD/GDBDD. Adopted: 05/11/2016. Revised/Readopted: 05/08/2019, 9/16/26.

“Employee” means an individual who is employed by the district 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, independent contractors or others excluded by law. The district’s “sick time year” is from July1 through June 30.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district. Employees are eligible to begin using sick time after the ninetieth (90th) calendar day of employment.

A district employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. For employees paid at an hourly wage, paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works. Hourly paid employees include the following classifications: classified bargaining unit members, classified substitutes, students, coaches, other temporary workers and non-bargaining unit teachers. For salaried employees, paid sick time of 40 hours shall be front-loaded to an employee at the beginning of each year. Sick time shall be accrued based on hours worked for salaried employees working less than full-time. Salaried employees include the following: certified bargaining unit members, administration, and confidential employees.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a year.

Sick time shall be taken as follows:

**Sick time increments by employee group**

| Increments | Employee groups |
|---|---|
| **Hourly increments** | Classified bargaining unit members, classified substitutes, students, coaches, other temporary workers and non-bargaining unit teachers |
| **4.5 or 9 hours’ increments** | Certified bargaining unit members, administration and confidential employees, certified substitutes |

Two columns: the increment type, and the employee groups it applies to.

Sick time may be used for the employee’s or a family member’s[1] 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 qualifying Family

Medical Leave Act (FMLA), Paid Family Medical Leave Insurance (PMFLA) or Oregon Family Leave (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.

[1] "Family Member" is defined in OAR 839-007-0000.

The district reserves the right after three consecutive days of absence, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification[2] paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

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

When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires the employee to provide advance notice of their intention to use sick time within three (3) days prior to when the requested sick time is to begin, or 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, mandatory meetings). The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner the does not unduly disrupt the operations of the district.

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district at least 12 hours in advance or, when circumstances prevent the employee from providing notice as required, as soon as practicable.

The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.

The district 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
- ORS653.601-653.661
- ORS 342.610
- ORS 659A.150 to -659A.186

- OAR839-007-0020 – 007-0065

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213;(2024) 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025). Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

[2] In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.