

# Culver School District 4J

Code: GDBDD/GCBDD

Adopted: 09/15/16

## Sick Time\*

Employees qualify to begin earning and accruing sick time on the first day of employment with the Culver School District subject to the terms and conditions outlined below.

### A. Category One Employees

1. Category One employees include and are limited to .5 FTE or greater licensed teachers (as defined by ORS 342.815(9)) who require substitutes as determined by 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.

### B. Category Two Employees

1. Category Two employees include and are limited to all of the following employees: classified employees, supervisory/confidential employees, non-represented, licensed teachers who are less than .5 FTE, licensed administrators, unlicensed administrators, coaches 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.

**C. Category Three Employees**

1. Category Three employees include and are limited to licensed substitute teachers.
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 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 Three employees may use up to 56 hours of accrued 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.

**D. Category Four Employees**

1. Category Four employees include all other employees who are not Category One, Category Two or Category Three employees.
2. Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours the Category Four employee works, or 1-1/3 hours for every 40 hours that employee works.
3. Category Four 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 Four employees may use up to 40 hours of paid sick time in a school year.
5. Category Four employees may carry over up to 40 hours of unused sick time from one school year to the subsequent school year.
6. Category Four 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, the Culver School District 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 take 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 the Culver School District (*e.g.*, grading deadlines, inservice training, mandatory meetings).
3. If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the Culver School District as soon as practicable.
4. The Culver School District 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 the district. An employee refusing to submit to such an examination or to provide other evidence as required by the Culver School District, shall be subject to appropriate disciplinary action, up to and including dismissal.

#### **F. Applicable Definitions**

1. "School Year" means the one-year period between July 1 of one year to June 30 of the following year.
2. "Employee" means an individual who is employed by the Culver School 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 or independent contractors.
3. "Family Member" has the same meaning as the term "family member" is defined in the Oregon Family Leave Act (OFLA).

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.507](#)  
[ORS 342.545](#)

[ORS 342.610](#)  
[ORS 659A.150 to -659A.186](#)

SB 454 (2015)

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.