CLASSIFIED STAFF-SICK LEAVE
Frequently Asked Questions

How many sick leave days do I earn each school year?

In accordance with ORS 332-507, employees shall be granted no less than ten (10) days of sick leave each school year or one day for each month employed by the district, whichever is greater, based on a full year of employment. Employees who are employed by the district for less than a full year will have their sick leave pro-rated accordingly.

What can I use my sick leave for?

Sick leave shall cover absences due to personal illness or injury of any regular classified staff member. Sick leave shall also be granted for the period of disability by reason of pregnancy and/or childbirth, so long as the classified staff member commences the sick leave in accordance with the written certification of his/her physician that the classified staff member was disabled and unable to perform his/her duties.

What else can I use my sick leave for?

Employees may use accrued personal sick leave to care for an immediate family member who is ill or injured and requires care. Immediate Family member shall be defined as husband, wife, domestic partner, child, foster child, mother, father and legal ward.

Can sick leave be used as vacation or to extend a weekend/holiday?

Example: I can get a better deal on airfare if I leave a day earlier. Can I use my sick leave?

The answer is: **No**

If I have an appointment that is not medically related can I use my sick leave?

Example: Sign papers on a house, job interview, family function, mechanical problems, etc…

The answer is: **No**

Does my sick leave have to be used in whole or half days?

No-it may be used in 15 minute increments.

Can I borrow against future sick leave?

No

What happens if I intentionally misuse or I use sick leave under false pretense?

Depending on the situation this can be considered fraud and disciplinary action can result.

*If you have a question about how you are using sick leave please...ASK FIRST