



LICENSED STAFF-SICK LEAVE Frequently Asked Questions

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

In accordance with the ORS applicable to sick leave, an annual ten days of sick leave shall be available with full pay and with unlimited accumulation to all regular licensed staff each fiscal year.

Sick leave for a regular part-time licensed staff shall be prorated on the basis of the time such licensed staff member normally works, e.g., a half-time teacher would be eligible to receive up to ten 4-hour days of sick leave in a year.

What can I use my sick leave for?

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

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?

That depends:

*Example 1: There is one hour and 15 minutes left in your day and your childcare provider has called to say that your child is sick and you need to pick them up right away. The school is able to provide coverage for your class for the unexpected absence, so you would be able to take the one hour and 15 minutes as sick leave. **In situations like this, sick leave can be taken in 15 minute increments.***

*Example 2: You know two days ahead of time that you need to be 2.5 hours late to work due to a medical appointment. The appointment was pre-planned; the school is not able to cover for 2.5 hours, so a sub must be called. **In situations like this the sick leave would have to be taken in whole or half day increments.***

Rule of thumb:

- *One period or less-sick leave can be taken in 15 minute increments*
- *Pre-planned, more than one period, sub needed-sick leave must be taken in whole or half day increments.*

Can I borrow against future sick leave?

In the event of extended illness and the employee has used all of his/her accumulated sick leave, the teacher shall be eligible to request to borrow against future sick leave accumulation. The licensed staff member shall be eligible to borrow against future sick leave based on the following schedule:

0-5 years of service	5 days
6-10 years of service	10 days
11 or more years of service	15 days

Upon returning to work the teacher is obligated to repay the borrowed sick leave days as he/she begins to accumulate sick leave again.

A licensed staff member is not eligible to borrow against future sick leave days until he/she has repaid sick leave days already borrowed.

If a licensed staff member leaves employment with the District prior to repaying the borrowed sick leave days the District retains the right to deduct the employee's per diem rate for any outstanding sick leave days which have not been repaid.

A licensed staff member may choose to use this "borrow ahead" provision in lieu of accessing leave from the Leave Bank or before applying to the Leave Bank.

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