



Eastern Oregon University Sick Leave Policy for Student and Temporary Employees

.100 Policy Statement

For many years Eastern Oregon University (EOU) has provided sick leave benefits to permanent employees (whether full time or part time). EOU has not, however, offered sick leave to temporary employees, student employees and graduate assistants. This policy now extends certain minimum sick leave benefits to those employees.

.110 Policy Rationale

Oregon Laws Chapter 537 (2015), which took effect January 1, 2016 and is codified in ORS chapter 653, requires most Oregon employers to provide specified minimum sick leave benefits to most categories of employees, including temporary employees, but not including work-study students. The purpose of this policy is to bring EOU into compliance with the new state law.

.120 Applicability

This policy applies to temporary employees (including adjuncts). It also applies to student employees (including graduate assistants) who receive paychecks (except students who are paid from work-study funds). This policy does not apply to student employees (such as resident assistants) who do not receive paychecks. This policy does not alter the sick leave benefits of other university employees.

.130 Accrual of Sick Leave

Temporary employees, student employees, and graduate assistants shall accrue sick leave at a rate of one hour of sick leave per thirty hours worked (i.e., one and one third hours of sick leave per forty hours worked), beginning on the first day of employment. The maximum hours of sick leave that a temporary, student, or graduate assistant employee may accrue is eighty hours. These employees may carry-over up to forty hours of sick leave every fiscal year. If an employee changes jobs and/or classifications (e.g., classified to student, student to unclassified), the employee's earned sick leave will transfer with the employee as long as there is not a break in service of 180 days or more.

.140 Sick Leave Qualifying Absence

Temporary employees, student employees, and graduate assistants may use their accrued sick leave for the following:

- a. For the employee'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 medical care;
- b. For care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care of a family member who needs preventive medical care;
- c. For any of the purposes listed in the Oregon Family Leave Act at ORS 659A.159;
- d. For leave related to domestic violence, harassment, sexual assault or stalking as described in ORS 659A.272;
- e. For leave related to a public health emergency, as described in section 6 of Chapter 537, Oregon Laws 2015.

For the purpose of sick leave, "family member" is defined to include the spouse or domestic partner of the employee, the biological, adoptive, or foster parent or child of the employee, brother, sister, the grandparent or grandchild of the employee, son-in-law, daughter-in-law, a parent-in-law of the employee or a person whom the employee was or is in a relationship of *in loco parentis*.

.150 Sick Leave Usage

Sick leave is available to use once accrued. Sick leave may not be used prior to accrual. While using sick leave, an employee will be paid at the rate the employee would have earned had they not been absent. If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the director of Human Resources as soon as reasonably possible. When possible, employees are expected to schedule planned medical appointments so as to minimize disruption of workflow. Accrued sick leave will not be paid out upon termination of employment. Accrued sick leave must be used in hourly increments. Employees may also want to refer to the Family Leave Policy regarding eligibility and other standards.

.160 Prohibition of Discrimination

No employee will suffer discrimination or retaliation for requesting, using or complaining that they are not receiving sick time as required by the university. Employees may file a complaint with the Bureau of Labor and Industries if they feel sick leave has been denied or if they believe they have suffered retaliation

for requesting or taking sick time. Employees are also encouraged to bring any concerns to Human Resources regarding the use of sick time or possible retaliation.

Approval History

Approved by the Eastern Oregon University Executive Cabinet on 1/26/2016.
Adopted into practice 1/26/2016.