



SUBJECT: Sick Leave	EFFECTIVE: January 2008 REVIEWED: August 2011; January 2016; September 2022 REVISED: November 2023
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.51	CROSS REFERENCE: AFSCME Contract, MPEA Contract, Family & Medical Leaves 200.20, Return to Work 200.50

Purpose

To provide guidelines for the accrual and use of the sick leave benefit available to employees.

Definitions

Immediate Family Member: For purposes of sick leave, immediate family member is defined as spouse, spousal equivalent, parent, grandparent, child, stepchild, foster child, grandchild, sibling, parent-in-law, grandparents-in-law, child-in-law, grandchild-in-law, sibling’s spouse or partner, legal guardian, other persons related by blood or affinity whose close association is the equivalent of a family relationship, or otherwise covered by the Oregon Family Leave Act (OFLA).

Scope

All employees. *Negotiated contract language prevails for represented employees.*

Policy

Employees may use their sick leave for actual illness, disability or medical appointments of the employee or an immediate family member as defined above.

New employees are credited with forty-eight (48) hours of sick leave upon appointment (prorated for part-time employees).

After six (6) months of employment, paid sick leave for regular full-time employees accrues at the rate of four (4) hours of leave for each full pay period, for a total of ninety-six (96) hours per year.

Employees who work a partial pay period (usually at the beginning or end of employment or during periods of leave without pay) will receive a prorated leave accrual based on hours worked. Part-time employees working 0.5 FTE or greater in regular status positions accrue sick leave on a prorated basis as follows:

FTE	Prorated Benefit
0.9 – 1.0	100%
0.66 – 0.89	75%
0.5 – 0.65	50%

Temporary, seasonal, on-call, and regular part-time employees working less than 0.5 FTE accrue sick leave at the rate of one hour for every 30 hours worked, beginning on the first day of employment.

To access sick leave, employees must, unless physically unable to do so, follow any department-specific call-in procedures to notify their immediate supervisor of the leave, no later than 30 minutes after the employee's scheduled start time. The employee must notify their supervisor via phone call, text, or other electronic message. If the supervisor is not available to answer a call or message, the employee must leave a message for the supervisor and ensure someone in the department is aware of the absence. Departments may have additional procedures.

Guidelines for Use

- Unused sick leave may accrue up to 960 hours (1,280 hours for MPEA members) for eligible full-time employees and up to the prorated amount for regular status part-time employees working at least 0.5 FTE.
- Unused sick leave may accrue up to 80 hours for temporary, seasonal, on-call, and part-time employees working less than .5 FTE.
- Sick leave does not accrue while an employee is in a leave without pay status.
- Unused sick leave at the time of separation from employment has no cash value and will not be paid out to the employee; however, it will be reported to PERS.

On the Job Injury Leave

- Employees injured on the job, are eligible to receive time loss compensation in accordance with state statutes establishing workers' compensation benefits. In addition, when a regular-status employee (0.5 FTE or greater) suffers a compensable on-the-job injury, the employee may use their sick leave, for a period of twelve (12) months (365 calendar days), to compensate for the difference between the workers' compensation program payments and their regular net pay. *Employees represented by AFSCME and MPEA will refer to their collective bargaining agreements for Injury Leave Supplement Benefits and Restrictions.*

Certification of Illness

- The city may require verification of the necessity of absence from work and use of sick leave from a healthcare provider or other physician designated by the city at the city's expense.
- At the city's discretion and expense, the city may direct that an employee be examined by a physician or practitioner of the city's choice to determine if the employee is able to fully perform the duties of his position.

Responsibilities

Employees:

- Notify supervisor when taking sick leave according to departmental call-in procedures.
- Record sick leave taken.