

SICK LEAVE

For Employees NOT Currently Earning Sick Leave:

Pacific University will grant sick time by frontloading 40 hours for all full-time employees as of January 1st, 2016.

Pacific University will grant sick time by frontloading 20 hours for all part-time employees as of January 1st, 2016.

As of January 1st, 2016 all University employees will have sick time available for use.

Then as of the New Fiscal Year, beginning July 1st 2016:

All employees will begin accruing sick time beginning Wednesday, July 1st 2016. Employees will earn 1 hour of sick time for every 30 hours worked and may accrue a maximum of 40 hours of sick time in a year. Exempt employees are presumed to work 40 hours in each workweek for purposes of sick time accrual unless their normal workweek is less than 40 hours. Sick time is accrued on a pro-rated basis based upon the employee's normal workweek, to a maximum of 40 hours per year.

An employee may carry over up to 40 hours of accrued sick time from one year to a subsequent year. However, an employee may not accrue more than 80 hours of sick time. For purposes of sick time accruals, the year is defined as the fiscal year, July 1st to June 30th.

An employee may use up to 80 hours of sick time in a calendar year

Each employee will be provided a written accounting, at least quarterly, of the amount of accrued and unused sick time available. The accounting will be seen on paycheck stubs that are provided monthly.

Qualifying Absences

Sick time may be used for the following reasons:

- For an 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 preventative medical care;
- 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 preventative medical care;
- For any OFLA-qualifying purpose, including bereavement leave (see Family and Medical Leave section);
- For certain reasons related to domestic violence, harassment, sexual assault or stalking; or
- In the event of a public health emergency (including closure of the employee's place of business or closure of the employee's child's school or daycare by order of a public official due to a public health emergency, to provide self-care or care for a family member if the presence of the employee or family member in the community would jeopardize the health of others as determined by a public health authority or by a health care provider; or if the employee is excluded from work by law due to health reasons.

For purposes 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, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.

Use of Sick Time

Employees may begin using sick time on their 91st calendar day of employment. Sick time may be used for qualifying absences in increments of one hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences, however, employees may choose to trade shifts instead of using sick time. When using sick time, employees are not required to find coverage for their shift.

When using sick time, employees will be paid at the regular rate the employee would have earned had they not been absent.

Accrued but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment.

Employee Notice

For planned sick leave, the employee must notify a supervisor or Human Resources of the need to use sick time at least 10 days prior to the date sick time will commence or as soon as practicable. If possible, the employee must include the anticipated duration of the sick time requested. The employee must make a reasonable attempt to schedule the use of sick time in a manner that does not unduly disrupt operations, including attempting to avoid scheduling sick time during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor or Employee Services of the need for sick leave before the start of the scheduled work shift, or as soon as practicable, and, if possible, state the anticipated duration of the sick time requested.

Employee Documentation

If an employee uses more than three consecutive scheduled workdays of sick time, the University may request reasonable documentation verifying the employee is out for a qualifying reason.

Interaction with Other Leave

An employee’s use of sick time may run concurrently with other leave under state or federal law, including leave taken pursuant to the OFLA.

When taking leave, employees will need to designate the reason for their leave (if because of illness or for personal reasons) however, that designation will not effect in any way how much paid time off an employee is entitled to.

Prohibition on Discrimination

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick time as required.