

5.50.061-P Sick Leave

- (1) **Eligibility**. Unless otherwise specifically provided, the policies, which permit teachers who are absent because of illness to be compensated for such absences, in whole or in part, shall apply to all teachers employed as such by the district, except substitute teachers.
- (2) **Sick Leave Transfer**. An employee who has accumulated sick leave during employment in another Oregon school district, and who was so employed during the preceding year, shall, upon proper verification, be allowed the number of sick leave days so accumulated, except that: (a) no more than 75 days shall be credited to the employee; and (b) the allowance is not effective until the employee has completed 30 working days employment with this district unless otherwise stipulated in the employee's collective bargaining agreement.
- (3) **Notice and Commencement Date**.
 - (a) As soon as an employee becomes aware of a physical or mental condition, including pregnancy, any condition for which the employee may be eligible for sick leave, which will require absence from duty for more than five consecutive workdays, he/she shall submit a completed leave of absence form stating the period of estimated absence. The employee shall submit an amended form whenever such expectations change.
 - (b) The commencement date and duration of sick leave shall be based on the ability of the employee, as determined by the principal or immediate supervisor, to carry out his or her assignment in an effective manner. A physician's recommendation, if any, will be taken into consideration in reaching such determination. The principal or supervisor may require such physician's recommendation. Particular types of conditions, such as pregnancy, identified in Board policy or applicable provisions of the collective bargaining agreement may be subject to more specific procedural steps relevant to the particular illness or condition in order to effectuate the foregoing principle.
- (4) **Salary Deductions**. Employees whose absences are not excused or which are in excess of their granted or accumulative leave shall be deducted 1/190 of their annual salary at the rate of one day's pay for each day so absent.
- (5) **Sick Leave Requests/Physician Reports**.
 - (a) An employee who is absent because of personal illness or injury for five or more consecutive school days shall file with his/her school principal or supervisor and a certificate from his/her physician attesting to such illness or injury.

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- (b) Unless waived in writing by the Office of Personnel Services in cases of continuous illness, where a teacher receives compensation because of cumulative sick leave, a physician's certificate shall be submitted to the school principal at the end of each payroll period during which the employee is absent for five or more consecutive school days.
 - (c) The recommendation of a physician referred to in this policy ordinarily will be by the employee's own physician, but the superintendent or his/her designee may in the exercise of discretion determine in a particular case that it must come from a physician appointed by the district.
- (6) **Involuntary Leave**. Any employee who is unable to perform his/her duties because of illness or temporary disability, or for any other reason necessitating absence from service, and whose attendance records are exceedingly irregular shall, if so recommended by the superintendent, be placed upon an involuntary leave of absence. In situations not calling for continuity for the entire year, such involuntary leave shall ordinarily be for at least the remainder of the semester. In all other situations, they ordinarily shall be for the remainder of the year. Exceptions shall depend upon needs for continuity of instruction or other staffing needs and positive recommendation of a physician.
- (7) **Special Sick Leave Provisions for Teachers**. Sickness including pregnancy disabilities, and or other unavoidable circumstances which prevent the teacher from teaching 20 school days, for which the teacher does not have either accumulated sick leave or additional leave days at reduced salary as provided in the applicable collective bargaining agreement shall, in accordance with ORS 342.545, be sufficient reason for the Board, upon recommendation of the superintendent, to terminate the teacher's employment under procedures established by law or place the teacher on involuntary leave pursuant to Section 5 of this policy.

Legal References: ORS 332.507; ORS 342.545

History: Adpt. 6/71; Amd. 9/71; Amd. 6/72; Amd. 4/10/78