

Updated Staff Sick Time Policy

Effective 2016, the State of Oregon implemented a new sick time law. UP has updated its sick time policies to be consistent with this law as well as employer best practices. Below is a summary of changes to the Sick Time Policy for Staff Employees:

Policy Area	Old Policy	New Policy
What are allowed uses of sick time?	Sick time could be used for illness, injury, or medical/dental appointments of the employee or employee's immediate family members.	<p>Sick time can be used for illness, injury, or medical/dental appointments of the employee or family members. Definition of family member has been expanded to include non-immediate family such as parents, parents-in-law, step-parents, grandparents, and grandchildren.</p> <p>Sick time also can be used for purposes related to domestic violence, sexual assault, harassment, and stalking, as well as certain purposes related to public health emergencies.</p> <p>In addition, sick time can be used to deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member. (Under UP's bereavement leave, staff employees also are eligible for up to three consecutive days of leave upon the death of an immediate family member.)</p> <p>Please see the Staff Sick Time Policy for more information.</p>
Who receives sick time?	Only regular staff employees received sick time. Non-regular temporary, casual, and seasonal employees did not receive sick time.	All regular and non-regular staff employees receive sick time. This includes non-regular temporary, casual, and seasonal employees who accrue 1 hour of sick time for every 30 hours worked.
When can sick time be used?	Sick time could be used as it is accrued. However, after start of employment, regular staff employees had to wait	Regular employees can use sick time as soon as it is accrued; they do not have to wait 90 calendar days after start of employment.

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	90 calendar days before being eligible to use sick time.	Non-regular employees are eligible to use sick time as it is accrued starting on the 91 st calendar day from start of employment.
What is the procedure for requesting verification of sick time from employees?	Verification of sick time use could be requested consistent with all laws.	Verification of sick time use can be requested consistent with all laws, but it can only be requested through Human Resources.
Is sick time eligible for buy back?	At end of employment, sick time accruals below 66 days were not eligible for buy back; sick time accruals equal to or greater than 66 days were eligible for buy back.	<p>Sick time accruals equal to or greater than 66 or more days as of June 30, 2016, are eligible for buy back based on percentage of daily value calculated as of June 30, 2016. Any sick time accrued after June 30, 2016, is not eligible for buy back. Buy back occurs at end of employment.</p> <p>In July 2016, notices will be provided to staff employees stating how much sick time each staff employee has eligible for buy back as of June 30, 2016, with the percentage of daily value calculated as of June 30, 2016.</p> <p>At end of employment, staff employees will be paid out for the sick time eligible for buy back as of June 30, 2016, based on percentage of daily value as of June 30, 2016. However, if at end of employment a staff employee's sick time accrual is less than the amount she or he had available as of June 30, 2016, buy back will be based on the actual sick time amount available as of end of employment but based on daily value of that actual amount calculated as of June 30, 2016.</p> <p>Examples of the updated sick time buy back policy are set out below.</p>

Examples of Updated Sick Time Buy Back Policy

Example 1: A staff employee has 65 or less days of sick time accrued as of June 30, 2016. Such an employee will not be eligible for sick time buy back at any time, even if her or his accrual of sick time is 66 or more days after June 30, 2016, at end of employment.

Example 2: A staff employee has 100 days of sick time accrued as of June 30, 2016. Because sick accruals equal to or greater than 66 days are eligible for buy back, this employee had 35 sick days eligible for buy back as of June 30, 2016. Based on the percentage of daily value, the 35 days of sick time was calculated as amounting to \$100 as of June 30, 2016. At end of employment, this employee has 120 days of sick time accrued. However, this employee will be paid out \$100, the sick time value for 35 sick days eligible for buy back calculated as of June 30, 2016.

Example 3: A staff employee has 100 days of sick time accrued as of June 30, 2016. Because sick accruals equal to or greater than 66 days are eligible for buy back, this employee had 35 sick days eligible for buy back as of June 30, 2016. Based on the percentage of daily value, the 35 days of sick time was calculated as amounting to \$100 as of June 30, 2016. Sometime after June 30, 2016, at end of employment, this employee has 72 days of sick time accrued. This means that as of end of employment, this employee has 7 sick days eligible for buy back since only sick accruals equal to or greater than 66 days are eligible for buy back. Based on percentage of daily value as of June 30, 2016, 7 sick days has a value of \$20. Therefore, this employee will be paid out \$20 under the sick time buy back policy at end of employment.