

## **Portland Sick Leave**

### **Eligible Employees**

Employees who work at least 240 hours in a year within the City of Portland are eligible for sick leave. Eligible employees begin accruing sick time from the outset of employment. Eligible employees may begin using sick time as soon as it becomes available.

### **Sick Time Accrual**

Eligible student employees earn 1 hour of sick time for every 30 hours and may accrue a maximum of 80 hours of sick time in total.

### **Qualifying Absences**

Sick time may be used for the following reasons:

- For an employee's personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments;
- To care for a family member with an illness, injury or medical appointment;
- If the employee's place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason;
- To care for a family member whose presence in the community would jeopardize the health of others;
- If the employee is excluded from work by law due to health reasons; or
- For certain reasons related to domestic violence, harassment, sexual assault or stalking.

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**

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 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. An employee rehired within 6 months of separation is entitled to use previously accrued sick time immediately upon reemployment.

### **Employee Notice**

For planned sick leave, the employee must notify their supervisor at least 30 days prior to the date the leave will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to

schedule sick leave 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 of the need for sick leave before the start of the scheduled work shift, or as soon as practicable.

The University may deny sick leave if the employee fails to provide notice as stated in this policy or fails to reasonably attempt to schedule sick leave in a manner that does not unduly disrupt operations.

#### **Employee Documentation**

If an employee uses more than three consecutive days of sick leave, University of Portland may request reasonable documentation verifying the employee is out for a qualifying reason. University of Portland may deny the use of sick time for an absence until the employee provides the requested documentation.

#### **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 Oregon Family Leave Act or the Family Medical Leave Act. An employee may not use paid sick time while receiving workers' compensation benefits.

#### **Prohibition on Discrimination**

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick time as required by the City. 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 the Student Employment Coordinator about the use of sick time or possible retaliation.