

Leaves and Absences Policy

Code: **G CBD/GDBD**

Amity School District 4J

Adopted: 2/8/89 Revised/Readopted: 6/7/89, 12/11/91, 12/9/92, 3/14/94, 9/14/94, 3/09/05

Leaves and Absences

Leave entitlement for personal illness or injury will accrue at the rate of ten (10) days each year as provided by Oregon Revised Statutes. Personnel working at least 200 days but less than 240 days shall accrue at the rate of eleven (11) days each year. Personnel employed 240 days or greater shall accrue one day per month or twelve (12) days each year. All other employees who work less than 10 months will receive one (1) day per month.

In accordance with state law, this leave will accumulate without limit. The District shall permit a school employee to use a maximum of 75 days sick leave accumulated in other Oregon districts including Educational Service Districts. The District shall also permit a school employee to use a maximum of 75 sick days. The use of sick leave shall not be effective until the school employee has completed thirty (30) working days in Amity School District.

The district reserves the right after an absence of more than five consecutive days to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the district. Any employee refusing to submit to such an examination, or to provide other evidence as required by the district shall be subject to appropriate disciplinary action, up to and including dismissal.

All medical information will be kept confidential, in a separate file from personnel records and released only in accordance with the requirements of the Americans with Disabilities Act.

Other paid and unpaid leaves will be determined by the district's negotiated agreements.

Sickness or other unavoidable circumstances which prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law will result in the teacher being placed on unpaid leave for the remainder of the school year or until the teacher's disability is removed and he/she is able to return to work. If the teacher is unable to return to work the following August 1, the Board may terminate the teacher's employment, subject to state and federal laws regarding family illness leave.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave. The staff member will be informed of his/her rights to remain a part of the district benefit plan at personal expense.

Any worker who has sustained a compensable personal injury or illness and is disabled and is unable to perform his/her essential job function will be re-employed at such time as a physician issues a certificate stating the type of work that is appropriate for reassignment, assuming such work is both suitable and available. Such rights of re-employment are subject to seniority rights and other restrictions of the

Leaves and Absences – GCBD/GDBD

(continued)

collective bargaining agreement between the employer and employee bargaining unit.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#) [ORS 342.610](#) [ORS 342.545](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601-2654; 29 CFR Part 825 (2000).