

## Earning and Using Sick Leave for Oregon employees

### Valid Leave Reasons

Diagnosis, care, or treatment of mental or physical illness, injury, or health condition, including pregnancy, childbirth, postpartum care and preventive medical care for, an employee or employee's family member, defined as the employee's child or parent (including biological, adopted, foster, and *in loco parentis*), spouse, grandchild, grandparent, or parent-in-law.

For family leave purposes as defined by statute (Or. Rev. Stat. § 659A.159).

For specified purposes if the employee or employee's minor child or dependent is a victim of domestic violence, harassment, assault, or stalking, or, as of January 1, 2024, a victim of a bias crime.

### Accruing Sick Leave Time

An employee earns one (1) hour of sick leave for every thirty (30) hours worked commencing upon his/her hire date to a maximum of eighty (80) hours in his/her first calendar year of employment as well as subsequent calendar years.

### Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of forty (40) unused hours into the following calendar year.

### Using Sick Leave Time

Employees can use leave after ninety (90) calendar days of employment during a one-year period and may use a maximum of forty (40) hours in any calendar year. Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay. Employers can require written verification that sick time was used for permitted purposes for absences of more than 3 consecutive days.

### No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.