

IMPORTANT NOTICE FROM GEORGE FOX UNIVERSITY ABOUT SICK TIME EXPANDED BENEFIT

Effective January 1, 2016, George Fox is implementing sick time policies that expand the number of employees who are eligible for sick time. This notice is provided to eligible employees and is intended to summarize the changes applicable to George Fox University. This is not a full and complete summary of the policies or the laws about sick pay. The full text of the Oregon law and administrative rules adopted by the Bureau of Labor and Industries (BOLI) are available at www.oregon.gov/boli.

How much sick time is available?

Staff, Administrators, Adjunct Faculty, Coaches and Students, including temporary employees, who did not receive sick leave prior to January 1, 2016 will begin accruing sick time at a rate of one (1) hour of sick time for every 30 hours worked to a maximum of 80 hours. Employees may use accrued sick time on the 91st calendar day of employment and may use sick time as it is accrued, in hourly increments. Employees may carry over up to 40 hours of unused sick time from one year to the next; however, accruals are limited to no more than 80 hours of sick time and may use no more than 40 hours of sick time in a year.

There is no change, other than reporting, for regular faculty members who receive a ("front load") of 4 weeks of sick time at the beginning of the academic year. Reporting will be provided quarterly along with the form for recording any sick hours used.

There is no change for Administrators and Staff who already earn one day per month of sick leave, beginning with their first month of employment, up to a maximum of 90 days. They are eligible to use sick leave after three months of service. Regular administrators and staff who work less than full time but at least half time earn sick leave on a prorated basis.

When must sick time be paid?

Employers with 10 or more employees (6 or more in Portland) in the state must pay employees for sick time taken at the employee's regular rate of pay. All other employers must provide unpaid sick time.

The number of all employees employed by the employer in Oregon must be counted – including fulltime, part-time and temporary employees.

Notices and Verification

In addition to providing a notice to employees of the requirements of the law, employers are required to provide quarterly notifications to employees of the amounts of accrued and unused sick time.

Employers may require employees to provide notices, verifications and certifications for using sick time under certain circumstances. For example, if the need for sick time is foreseeable, employers may require employees to provide up to 10-days' notice of the need to use sick time. Refer to the law and rules for more information.

Discrimination/Retaliation Prohibited

It is unlawful for an employer to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled; or retaliate or in any way discriminate against an employee because the employee has inquired about the provisions of the law, submitted a request for or taken sick time. Complaints may be filed with the Bureau of Labor and Industries.

For what purposes may sick time be used?

Employees are entitled to use sick time for the following purposes:

- For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for a family member with a serious health condition.
- To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- 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.
- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
- To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- For certain public health emergencies.

Provision of this notice to employees complies with the requirement in the sick time law for employers to provide written notice of the requirements of the law to employees.

For More Information

If you need assistance with your benefits or would like to request a paper copy of this notice, please feel free to contact Darby Thiessen in Human Resources at 503-554-2188 or by e-mail at dthiessen@georgefox.edu

You may also visit www.oregon.gov/boli, or contact BOLI at 971-673-0761 or mailb@boli.state.or.us.