

Sick & Personal Time

“Employee” means an individual who is employed by Armadillo Technical Institute (ATI) and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute(ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing paid time off (PTO), defined as combined sick or personal time, on the first day of employment with ATI.

Full time licensed ATI employees shall be eligible for 10 days of PTO, front loaded at the beginning of the year. Part time licensed ATI employees shall be eligible for a portion of 10 days correlated to the portion of FTE designated for their role. Non-licensed full or part time employees shall accrue at the rate of one hour of PTO for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works up to 40 hours of PTO per year for part time licensed staff, part time classified staff, and part time non-represented staff. An employee is limited to using no more than 20 days of sick time in a year. This does not diminish or supersede any rights already afforded by the employee under ORS 332.507.

Employees may retain up to 20 days of PTO at the beginning of a new academic year. PTO will be taken in half day increments for licenced staff and in hourly increments for hourly staff. PTO may be used for personal needs or illness including the employee’s or a family member’s mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. PTO may also be used in the event of a public health emergency.

The use of PTO as described in this policy may not lead to, or result in, an adverse employment action against the employee.ATI reserves the right after five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by ATI. An employee refusing to submit to such an examination or to provide other evidence as required by ATI, shall be subject to appropriate disciplinary action, up to and including dismissal. When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, ATI may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as

¹“Family member” is defined by the Oregon Family Leave Act (OFLA).

practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of ATI (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify ATI consistent with the reporting time established by ATI or as soon as practicable.

ATI shall establish a standard process to track the eligibility for PTO.

END OF POLICY

Legal Reference(s):

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

[ORS 342.610](#)
[ORS 659A.150](#) to -659A.186

SB 454 (2015)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Mother Friendly Workplace
GCBDA/GDBDA - Family Medical Leave