

Article 30: Sick Leave

PRESENTED BY THE OFFICE OF HUMAN RESOURCES AND THE
COALITION OF GRADUATE EMPLOYEES (CGE)

REVISED DECEMBER 2015

Senate Bill 454

Effective January 1, 2016.

Requires all employers to implement paid sick time for employees.

Specifies purposes for which sick time may be taken and rate at which sick time accrues.

Requires advance notice of request to use sick time under certain circumstances.

Prohibits discrimination against employee for inquiring about or using paid sick time.



Eligibility and Accruals

Accruals effective December 16, 2015.

Accruals are awarded at the beginning of each academic term based on appointment FTE.

Use of sick leave with pay is available immediately upon accrual.

Compensation for sick leave usage is at the current pay rate.

40 hours max accrual in a fiscal year.

Carryover - Maximum of 80 hours can be carried forward into next graduate appointment period.

Balance will be restored if individual returns in a graduate appointment within 5 years.

Accrual Rate

Effective Winter Term 2015 – December 16, 2015

FTE	Hours Worked in the 13 Week Appointment Period	Sick Leave Accrual (in hours)
0.20	104	4
0.25	130	5
0.30	156	6
0.35	182	7
0.40	208	8
0.45	234	9
0.49	255	10

Use of Sick Leave

Graduate Employee or eligible family member

- Mental or physical illness
- Injury or health condition
- Need for medical diagnosis
- Care or treatment of mental or physical illness,
- Care or treatment of injury or health condition
- Need for preventative care



Birth and Adoption

Bereavement

Nondiscrimination: Article 24

Who is Considered a Family Member?

- Spouse/domestic partner
- Biological, step, adoptive or foster parent
- Biological, step, adoptive or foster child
- Grandparent
- Grandchild
- Sibling
- Parent-in-law
- Person with whom the employee was or is in a relationship with in place of a parent (In loco parentis)

Donated Leave



Graduate Employees (*on active appointment*) can donate up to 30 hours to other Graduate Employees on an active appointment.

Can receive a 1 time donation of up to 30 hours

- Can be from a single donation or as a combined donation from multiple graduate employees.

Request for Donated Leave will be made to the Office of Human Resources (OHR)

- OHR will review and determine eligibility. OHR will notify Union of employee's eligibility (*will include only name, hours requested, and that the employee is eligibly for donated leave. Reason will not be disclosed*).
- Union will send out request to Union members requesting donations. Union will notify OHR of employees donating leave and amount of leave donated.
- OHR will adjust sick leave balances – increasing the leave donated to the employee and decreasing the leave balance of those donating leave.

Graduate Sick Leave: Graduate Employee's Role

Request leave in advance when the need for leave is foreseeable:

- Should be made 10 days in advance or as soon as the need for leave is known, if less than 10 days
- Include the duration of leave

If the need for the use of sick leave is not foreseeable:

- Follow supervisor's call in procedures
- Enter sick leave taken on the timesheet upon return to work.

Leave to be taken in one (1) hour increments.

Follow supervisor's sick leave request expectations and call in procedures.

Enter sick leave used on timesheet.

Cannot be required to find a replacement or make up time.

Graduate Sick Leave: Supervisor's Role

Best practices and communication on how to call in and request sick leave should be developed by the department.

Establish and communicate expectations for requesting sick leave.

Establish and communicate expectations for call-in procedures when the leave is not foreseeable.

Develop and communicate departmental plan on how to find a substitute for the Graduate Employee using sick leave.

Review and approve sick leave requests as appropriate.

Review and approve monthly timesheets (paper and electronic).

Cannot require the Graduate Employee to find a replacement or make up time.

Substitute Work

Graduate Employee may substitute for another Graduate Employee that is on sick leave.

Compensation will be at the hourly rate based on the monthly minimum salary, currently **\$21.12**.

Cannot work in excess of their available hours each term without an adjustment to their FTE and sick leave accrual.

Substitute Work – Maximum Hours

Effective Winter Term 2015 – December 16, 2015

FTE	Regular Hours Worked in the 13 Week Appointment Period	Maximum Substitute Hours Available per Term
0.20	104	16
0.25	130	20
0.30	156	24
0.35	182	28
0.40	208	32
0.45	234	25
0.49	255	4

Timesheets: Requesting and Reporting Leave & Substitute Work

Paper Timesheets

- Effective for the time period December 16, 2015 – March 15, 2016
- Complete paper timesheet **ONLY** if:
 - ✓ Sick Leave is Used; and/or
 - ✓ Substitute Hours are Worked
- Completed & Approved timesheets to be returned to Office of Human Resources by the 17th of the month for processing
- OHR to answer inquiries on balance or leave taken until electronic system

Oregon State OSU		Mid-Month Calendar	Graduate Sick leave and Substitute Hours
Reporting Period	University ID Number	Name	
12/16/2015 - 1/15/2016			
Jan			
Graduate Sick Leave Taken			0.00
Grad Substitute Hours (OSP)			0.00
Graduate Student Instructions: See table for the reporting periods of 12/16/15-1/15/2016, 1/16/16-2/15/2016 and 2/16/16-3/15/2016. Complete this timesheet only if you used sick leave or worked additional substitute hours for another Graduate student out on sick leave. To complete fill in your OSU ID Number, Name and any hours. Sign/Date and submit to your supervisor by the 15th of each month.		I certify that the hours listed above are true and accurate.	
Supervisor Instructions: Verify hours, sign timesheet; Send timesheet to Human Resources 122 Kent Administration, Attn: Jennifer Short by the 17th of each month.		Employee	Date
		Supervisor	Date

Timesheets: Requesting and Reporting Leave & Substitute Work

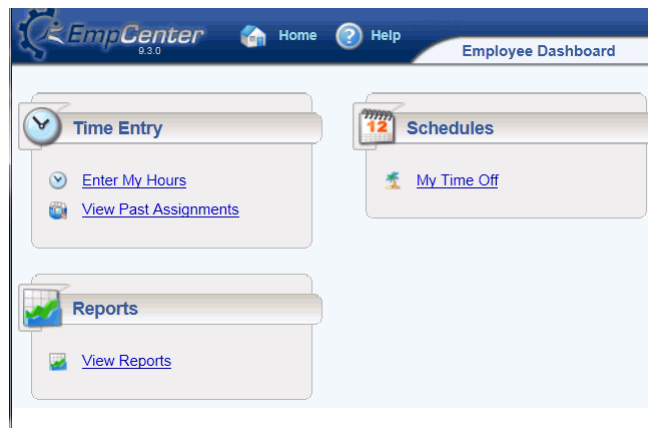
Electronic Timesheets through EmpCenter

- Effective March 16, 2016
- Training to be held in late February and early March
- Mytime OSU: <http://mytime.oregonstate.edu/>
- Request sick leave in advance
- Record hours on an exception basis –
 - Sick Leave used
 - Substitute hours worked
- All employees will submit the electronic timesheet



Timesheets: Requesting and Reporting Leave & Substitute Work

- Features of EmpCenter:
 - Request Sick Leave in Advance
 - Request Graduate Family Medical Leave
 - Record Sick Leave Taken
 - Record Substitute Hours Worked
 - View Sick Leave Hours, including:
 - Accrual
 - Hours Used
 - Balance Available
 - View total hours substituted during term



Sick Leave Balance Tracking

- OHR will collect and process paper timesheets and will track balances manually on a spreadsheet.
- To check balances or for additional questions regarding paper timesheets contact Jennifer Short in the Office of Human Resources.



Questions

