

This document provides an overview of Article 30: Sick Leave of the Collective Bargaining Agreement between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069.

What is Paid Sick Leave?

Paid Sick Leave allows an employee to take time off work to care for themselves or an eligible family member without loss of pay.

Who is eligible for Paid Sick Leave?

Graduate Employees in a current appointment are eligible to accrue and use paid sick leave.

How much Paid Sick Leave do I get?

Graduate Employees will accrue Sick Leave based on their FTE per the chart below.

FTE	Sick Leave Accrual per Term
.20	4
.21 - .25	5
.26 - .30	6
.31 - .35	7
.36 - .40	8
.41 - .45	9
.46 - .49	10

When is my Sick Leave available to use?

Effective Winter Term 2015 (December 16, 2015)

Your Sick Leave is available to use immediately upon accrual. The sick leave will be loaded at the beginning of each term, and the accrual rate is based on your appointment FTE.

How many Sick Leave hours can I accrue in a year?

The maximum number of sick leave hours you can accrue in a fiscal year is forty (40) hours.

Do I lose my Sick Leave if I don't use it during the year?

You can carryover up to eighty (80) hours of unused sick leave into the next Graduate appointment period.

If I am sick, must I use Sick Leave?

You may with the mutual consent of your supervisor “flex” your schedule by working additional hours or shifts in place of using sick leave accruals. If you “flex” your schedule, you do not report the use of sick leave on your timesheet.

If I use sick leave, am I required to provide a doctor's note?

If you take more than twenty-four (24) consecutive hours of sick leave (pro-rated for less than 1.0), the University may require you to provide verification from a health care provider of the need for sick leave.

What happens to my Sick Leave if there is a break between my graduate appointments?

Your unused Sick Leave hours will be reinstated at the time of your next appointment when it occurs within five (5) years of the end of your previous appointment.

What is my rate of pay when I use Sick Leave?

When you use sick leave, you are paid at your current rate of pay for the job in which you are using sick leave.

What are the reasons I can use sick leave for?

- You may use sick leave when you or an eligible family member experiences:
 - 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 – within twelve (12) months of the birth or adoption
- Bereavement – within 60 days of death of an immediate family member
- To seek legal services, law enforcement services, or medical treatment relating to domestic violence, harassment, sexual assault or stalking for themselves or a minor child. May include victim services and home relocations.

Can I use my sick leave in less than one (1) hour increments?

No, you must use your sick leave in whole hour increments.

Is there a limit on the number of Sick Leave hours I can use during the year?

You may use up to your unused Sick Leave balance. If you exhaust your sick leave, you may be eligible for donated Sick Leave.

Who is an eligible family member?

Eligible family members include:

- 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

How do I request Sick Leave?

- **For December 16, 2015 – March 15, 2016:** Notify your Supervisor via email and include the anticipated duration of the leave.
- **After March 16, 2016:** You will request leave and notify your supervisor using the University's online time and attendance system, EmpCenter. Your request will include the anticipated duration of the leave.

Do I have to give notice if I need to use Sick Leave?

- If your need for leave **is foreseeable**, provide your supervisor with ten (10) days advance notice or as soon as possible if less than 10 Days.
- If your need for leave **is not foreseeable**, follow your supervisor's call in procedures.

How do I record the use of Sick Leave?

- **For December 16, 2015 through March 15, 2016 -**
 - Report using paper timesheets
 - The timesheet periods are: December 16 – January 15; January 16 – February 15; and February 16 – March 15
 - Only record sick leave hours taken during the timesheet period
 - Submit a timesheet to your supervisor by the 16th of the month **ONLY** if you took sick leave hours during the timesheet period (*or substitute hours worked – see FAQ on substitute work*).
 - Supervisors will forward the approved timesheets by the 17th of each month to the Office of Human Resources, Jennifer Short, 122 Kerr Administration Building.

How do I record the use of Sick Leave?

- **After March 15, 2016 -**
 - Report using the University's online time and attendance system, EmpCenter
 - EmpCenter training will be held in February/March 2016
 - Record sick leave used on the monthly timesheet
 - You are not recording hours worked or "clocking in and out"
 - Timesheet periods are midmonth to midmonth – from the 16th to the 15th
 - You will submit a timesheet each month.
 - Timesheet is to be reviewed and submitted by the 16th of the month
 - The timesheet will be blank unless you used sick leave (*or had substitute hours worked – see FAQ on substitute work*) during the month.

Must I find my own substitute when I use Sick Leave?

No, you are not and cannot be required to find a substitute to cover for you while you are out on sick leave.

How will I know what my balance of sick leave is?

- **For December 16, 2015 – March 15, 2016:**
 - The initial notification of your accrual will be via email which provides you with the table of accruals based on appointment percentage
 - If you have questions during this time period, contact the Jennifer Short in the Office of Human Resources by email at jennifer.short@oregonstate.edu or by phone at (541) 737-3609.
- **After March 16, 2016:** Your leave accrual, usage, and balance will be shown in the University's online time and attendance system, EmpCenter.

What is Donated Sick Leave?

Graduate employees, on an active appointment, may irrevocably donate up to 30 hours to another Graduate employee on an active appointment.

How do I receive a donation of sick leave?

If you have exhausted or expect to exhaust your sick leave, you may request a donation of sick leave by contacting the Office of Human Resources (OHR) at medical.leave@oregonstate.edu or by phone at (541) 737-0057.

The Office of Human Resources will determine your eligibility for the leave and will then notify the Coalition of Graduate Employees (CGE) that a request for donated leave has been made. CGE will then contact Union members that have pledged to donate sick leave.

Is the reason I need donated leave released to CGE and those donating the leave?

No, only your name and number of hours requested will be given to the CGE. The reason you are requesting leave is confidential and will not be given to CGE or those that are donating the leave.

How much donated leave may I receive?

You may receive a one-time donation of up to thirty (30) hours of donated sick leave. The donated sick leave may be from a single donation or as a combination from multiple graduate employees.

How do I donate some of my Sick Leave?

CGE leadership will be reaching out to graduate employees and asking if they are interested in donating leave in the future if a fellow graduate employee is in need of leave. If you are interested, your name will be put on a pledge list, and you will be contacted when there is a request for donations to determine if you are still interested in donating leave and the amount of leave you would like to donate.

Is my unused Sick Leave paid out when I leave employment?

No, your unused Sick Leave is not paid out when you terminate employment. If you return as a graduate employee within five (5) years, your unused Sick Leave balance will be restored.

What is Substitute Work?

Graduate employees may substitute for another graduate employee that is on sick leave and be paid.

How much will I be paid if I substitute for another graduate employee?

You will be paid at the hourly rate based on the monthly minimum salary. As of December 2015, the minimum hourly rate of pay is \$21.12.

Can I work as many substitute hours as I want?

No, you cannot work more than the maximum hours allowed for your appointment FTE.

Can I substitute if I don't currently have a graduate appointment?

No, you must have a current graduate appointment to be able to substitute for another graduate employee on sick leave.

What are the Maximum Hours for substitute work?

FTE	Maximum Substitute Hours Available per Term
.20 - .24	16
.25 - .29	20
.30 - .34	24
.35 - .39	28
.40 - .43	32
.44	30
.45	25
.46	19
.47	14
.48	9
.49	4

How were the maximum substitute hours determined?

The maximum number of substitute hours per FTE was set in negotiations. These maximums keep graduate employees from exceeding the 0.50 FTE and keep the accrual rate for the FTE within the minimum sick leave hour accrual rate per Oregon State Law (Senate Bill 454).

How do I report hours that I substituted?

➤ **For December 16, 2015 through March 15, 2016:**

- Report substitute hours worked using paper timesheets
- Submit paper timesheet to your supervisor by the 16th of the month
- Payment for substitute hours worked will be made at the end of the month (e.g., hours reported on the timesheet received by January 17th will be paid on the January 30th paycheck)

- **After March 16, 2016:**
 - Report substitute hours worked using the University’s online time and attendance system, EmpCenter.
 - Timesheet is to be reviewed and submitted by the 16th of the month
 - The timesheet will be blank unless you worked substitute hours (*or used sick leave – see FAQ on using sick leave*) during the month.

Do I submit a timesheet every month?

While we are using paper timesheets (period of December 16, 2015 – March 15, 2016), you will only submit a timesheet IF you use sick leave or substitute for another graduate employee on sick leave.

Once timesheets are available online through EmpCenter, you will submit a timesheet each month. You will only record if you took sick leave or if you substituted for another graduate employee on sick leave. You do not report hours worked or clock in/out.

What is expected of me?

- Request leave in advance when leave is foreseeable
- Inform your supervisor as soon as possible when the need for sick leave is not foreseeable
- Leave is to be taken in one (1) hour increments
- Follow your supervisor’s sick leave request expectations and call in procedures
- Report sick leave taken on your timesheet (paper or online)
- Report substitute hours worked on your timesheet
- Review and submit timesheet to your supervisor by the 16th of the month
- Do not exceed the maximum number of substitute hours allowed for your current appointment FTE

What is the role of my supervisor?

- Supervisors, colleges/departments/units are to develop and communicate expectations regarding the use of sick leave and applicable call in procedures.
- Supervisors, colleges/departments/units are to develop and communicate a plan and expectations regarding the use of substitutes including: when they are needed; process for locating a substitute for long-term or short-term needs while an employee is using sick leave.
- Supervisors will review and approve sick leave requests as appropriate.
- Supervisors will review and approve employee timesheets.
- Supervisors will forward paper timesheets to the Office of Human Resources by the 17th of the month.

Questions? Contact the Office of Human Resources, Employee Labor & Relations by email at employee.relations@oregonsate.edu or by phone at (541) 737-5355.