

## Employee Paid Sick Leave Notification – Oregon Employees

Hourly employees working in Oregon are entitled to accrue paid sick leave upon your hire date. This sick leave will accrue at 1.542 hours for every 40 hours you work.

### Reasons employees may use accrued paid sick leave:

- To care for the employee or the employee's family member with a 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 medical care;
- To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child;
- To recover from or seek treatment for a health condition of the employee that renders the employee unable to perform at least one of the essential functions of the employee's regular position;
- Absences associated with the death of a family member by attending the funeral or alternative to a funeral of the family member, making arrangements necessitated by the death of the family member, or grieving the death of the family member;
- Absences related to domestic violence, harassment, sexual assault or stalking;
- In the event of a public health emergency, including but not limited to: Closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public official due to a public health emergency; a determination by a lawful public health authority or a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others; or the exclusion of the employee from workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.

### Eligible family members to use sick leave for:

Covered family members include the employee's spouse, biological child, adopted child, stepchild, foster child, parent, adoptive parent, stepparent, foster parent, parent-in-law, grandparent, grandchild, and any individual with whom an employee has or had an in loco parentis relationship.

Accrued, unused paid sick leave balances will be carried over from one year to the next up to a maximum of:

- 76 hours in your Short-term sick leave bank, and
- 1,000 hours in your Extended sick leave bank

You may access both banks without a waiting period. Unused sick leave may not be transferred to vacation banks or cashed out upon termination of employment.

Retaliation against you by the Oregon Conference or its local entities for inquiring about or using paid sick leave for authorized purposes is prohibited. It is unlawful to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled. Complaints may be filed with the Bureau of Labor and Industries.

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Employee Signature

Date