

16. Leave With Pay

A. Sick Leave.

1. As provided by ORS 342.595, each regular full-time ~~educator~~teacher shall accrue ten (10) working days sick leave pay for each school year or one (1) day per month employed, whichever is greater. Unused sick leave shall accumulate without limit. Less than full-time bargaining unit members will receive sick leave at their prorated amount.
2. Employees may use accrued sick leave to attend to a mental or physical illness/event, injury or health condition, need for medical diagnosis, care of treatment of a mental or physical illness, injury or health condition or need for preventative care to attend to the illness or medical appointment of a family member as defined by Oregon statutes ORS 653.601/653.616. The ~~educator~~teacher should try to give the District at least 48 hours prior notice of any scheduled appointment. In any instance involving use of a fraction of a day's sick leave, the minimum charge to the employee's sick leave account shall be one (1) hour. The employee may, at the discretion of the District, be required to furnish a reason issued by a licensed physician or other satisfactory evidence of illness extending beyond five (5) days. Sick leave may be used for care of an "immediate family" member who is ill, injured, or needs assistance.
3. When an employee shall be absent from work, he/she shall give notice to the Superintendent or the person designated by the Superintendent to receive such notice, no later than the time designated by the Superintendent/Designee of the first day of the absence, or as soon as possible. If the absence is for consecutive days, the Superintendent or his/her designee should be notified of the probable date of return. Employees will refer to the Staff Handbook for guidance in notification of being absent from work and the process for recording that request and securing a substitute.
4. The District shall comply with the state and federal leave laws regarding protected leaves.
5. The employee's sick leave balance shall be available upon request.
6. An ~~educator~~ teacher returning from illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination or other medical evaluation at the expense of the Board in order to establish medical fitness for the duties of the position before returning to work.
7. Pursuant to Oregon Statute, sick leave accumulated at another district shall be credited to the newly employed employee's leave plan.
8. **Emergency Leave.** To accommodate unforeseen emergencies during working hours, an

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educator~~teacher~~ may use one day per year of sick leave. The educator~~teacher~~ will submit a written explanation within two (2) days following the leave. The superintendent or his designee may approve additional days as needed.

- B. **Personal Leave.** At the commencement of each school year, each employee shall be credited with three (3) days of personal leave to be used at such time and for such reasons as deemed appropriate by each individual employee. At the end of each academic year, educators will have a choice to either “roll over” and/or “cash out” their unused personal leave days. No more than a total of two (2) personal days may be rolled over to the following school year; an educator is limited to no more than five (5) personal days to be utilized in one school year.

If an educator elects to roll over unused personal days into the next school year, they shall notify the district by the second Friday in May. Each employee shall be paid for unused personal leave at their per diem rate. ~~At the conclusion of the school year, each employee shall be paid for unused personal leave at the rate for the 1st ten days of sub pay as established by ORS 342.610 and published by the Oregon Department of Education.~~

The following ratios will be used by building principals in determining how many educator~~teachers~~ will be granted personal leave to on any one day.

1. Building ratios:

1-10 licensed staff	one <u>educator</u> teacher
11-20 licensed staff	two <u>educator</u> teachers
21-30 licensed staff	three <u>educator</u> teachers
31-40 licensed staff	four <u>educator</u> teachers
41 + licensed staff	five <u>educator</u> teachers

Educator~~Teacher~~ s who do not require substitutes will not be counted in this formula.

2. Personal leave will not be taken the first or last week of school unless for an emergency or a “once in a lifetime opportunity” as determined by the Superintendent or his/her designee.
- C. **Bereavement Leave.** The District will grant up to five (5) days bereavement leave with pay in each case of death in a educator~~teacher~~’s immediate family, or the educator~~teacher~~’s spouse’s immediate family, defined as: husband, wife, children, father, mother, grandparent, grandchild, brother, sister, step-family members, a person in “loco parentis” of the educator~~teacher~~, or someone residing in the household, or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship. These five (5) days are to be used within twelve (12) calendar months following the date of death. ~~One (1)~~ Two (2) day~~s~~ bereavement leave will be granted on no

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more than two occasions each year in the case of the death of a friend or a relative who does not fit the above definition of “immediate family.” The Superintendent or designee may approve additional days or extend the period of bereavement leave.

- D. **Military Leave.** Leave for military duty shall be with or without pay as provided for by state and federal statutes.
- E. **Court Appearance & Jury Duty Leave-Legal.** An employee shall be granted leave with pay for services on a jury provided, however, that compensation paid to such employees for the period of the leave shall be reduced by the amount of the compensation received by the employee for such jury service. Upon being excused from jury services, an employee shall return to complete his/her assignment for the remainder of the regular workday if there is more than half a day of work left. However, if there is less than a half workday left, the ~~educator~~teacher is not expected to return to work. The above provision shall also apply to service as a witness in response to a subpoena or other direction by proper authority. Leave identified in this article does not apply when an employee is involved as a litigant for personal reasons or when the employee is a participant in any action against the District unless the District requests or agrees to their participation.
- F. **Leaves During the Working Hours.** ~~Educator~~Teacher~~s~~ may leave during the workday outside of the student contact day by first obtaining the approval of the building administrator as long as it does not disrupt the performance of job responsibilities (see Article 12 Work Year and Workday).
- G. **Leave for College Course Work.** ~~Educator~~Teacher~~s~~ who need to leave early in order to take a late afternoon college course in order to meet a degree or certification requirement, or which is pertinent to the ~~educator~~teacher's current or future teaching assignment, may request early release to the building administrator as long as it does not interfere with job responsibilities.
- ~~H. **In-service Leave.** The District recognizes the value of in-service activities. A teacher interested in attending activities relating to the statewide in-service day, or any other in-service, should make written request to his or her building administrator. Upon approval, reasonable expenses including travel, fees, and meals will be reimbursed.~~
- I. **Professional Leave.** At the beginning of each school year, each professional educator shall be credited with two (2) accumulative days to be used for professional leave during that contract year. An educator must receive prior approval from their direct supervisor for professional leave requests. Additional days can be granted upon Superintendent or designee approval.
 - 1. An exemption will be made for Career – Technical Educators as it pertains to their

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licensure, certification and positional requirements.

2. Professional leave may be used for the following:

a. Visitation to view instruction techniques or exemplary programs.

b. Conventions, conferences, workshops or seminars related to PK-12 education, racial equity, climate justice, or the professional educator's assignment with the District.

c. Other professional activities may be approved by the Superintendent.

J. **Paid leave and compensation** in lieu of paid leave will be prorated based on an employee's assigned FTE.

K. **Sick Leave Bank.** The purpose of the Sick Leave Bank shall be to provide additional sick leave to eligible and participating professional educators beyond their accrued personal sick leave to attend to a mental or physical illness/event, injury or health condition, need for medical diagnosis, care of treatment of a mental or physical illness, injury or health condition or need for preventative care to attend to the illness or medical appointment of a family member as defined by Oregon statutes ORS 653.601/653.616. For the purpose of access to the sick leave bank immediate family members are defined as the spouse/domestic partner, child, parent or sibling of the employee. In addition, the sick leave bank may be accessed for those minors whom a professional educator is acting in "an in loco parentis" relationship as defined by FMLA/OFLA. When professional educators are newly hired, they will be given the option to join the sick leave bank by donating one of their sick days to the bank. Current professional educators who are not yet members may join by donating one day to the bank during open enrollment, September 1 to November 1 of each year.

1. A joint committee of three (3) members appointed by SFEA along with the Assistant Superintendent will oversee the Sick Leave Bank. The committee will meet as needed to review applications.
2. Only professional educators who donate the aforementioned sick leave to the sick leave bank shall be eligible to receive sick leave bank leave. Such eligible professional educators shall be able to request sick leave bank utilization after they have expended any sick leave they have accrued. An employee will not be eligible for the sick leave bank if receiving funds from state mandated personal and family medical leave benefits.
3. The bank is required to have a minimum balance of 400 hours. Should the balance fall below that figure, members will be asked to contribute an additional day, or portion thereof as determined by the committee, to maintain their membership. "Day" is defined for the purposes of this paragraph as eight (8) hours.
4. If a professional educator who is already a member of the bank does not have sick leave

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available to donate at the time of the contribution, they may remain a member of the bank and the donation will be deducted from their next accrual of sick leave.

5. Educators may be granted a maximum of 20 days, hours prorated based on the member's FTE, for either the educator's or an immediate family member's illness (refer to the OFLA/FMLA/ PLO family member definitions). If an educator's own illness necessitates additional days, an extension may be granted up to 10 days per request, hours prorated based on the member's FTE, in a contract year with an additional application. An extension will not be granted for a family member's illness.