



## Sick Leave Checklist

### Who is covered?

Pretty much anyone employed in Oregon. This includes full and part time employees. There are specific exceptions listed in the law. Federal employees are an example.

Two types of employers- those with and without paid sick leave):

**Small Employers** (less than 10 employees) – Unpaid Sick Leave

**Large Employers** (10 or more employees) – Paid Sick Leave

Employee count is defined in the statute. It favors making the employer a large employer.

Visit [portlandoregon.gov/sicktime/](http://portlandoregon.gov/sicktime/) if you have employees that work in Portland OR.

	FRONT LOAD METHOD	HOURLY ACCRUAL OF LEAVE METHOD
<b>Accrual Rates Options</b>	<ul style="list-style-type: none"> <li>You do not have to track accruals.</li> </ul>	<ul style="list-style-type: none"> <li><b>Large Employers</b> - Hourly accrual rate is 1 hour paid sick leave for every 30 hours worked. Make sure to set your hourly accrual rate to 0.0334 at a minimum. Accrual of sick leave begins on date of hire or the beginning of the benefit year.</li> <li><b>Small Employers</b> - Hourly accrual rate is 1 hour unpaid sick leave for every 30 hours worked. Make sure to set your hourly accrual rate to 0.0334 at a minimum. Accrual of sick leave begins on date of hire or the beginning of the benefit year.</li> </ul>
<b>Milestones</b>	<ul style="list-style-type: none"> <li>Award 40 hours of sick leave on the 90<sup>th</sup> day after hire or after January 1, 2016.</li> <li>At least 40 hours is awarded on every work anniversary or beginning of the benefit year. Employees may use leave upon the 91<sup>st</sup> date of hire.</li> </ul>	<ul style="list-style-type: none"> <li>Accruals start on the date of hire. Employees can begin using sick leave at the 91<sup>st</sup> day.</li> </ul>
<b>Capping</b>	<ul style="list-style-type: none"> <li>You may cap the use of sick leave at 40 hours per year.</li> </ul>	<ul style="list-style-type: none"> <li>You may cap use of leave at 40 hours per year.</li> <li>You can cap the accrual of sick leave at 80 hours.</li> </ul>

Rollover



At least 40 unused hours of accrued sick leave must be rolled over to the next year unless you pay out unused sick leave at the end of the benefit year. Note there is no requirement that front loaded sick leave needs to be rolled over.

### **Re-employment**

If an employee is rehired within 180 days of separation then the prior pool of unused leave is restored.

### **Balances**

Need to be able to put these on the check stub or quarterly statement for employees to view.

### **Using Sick Leave**

Pretty much anything can be used as a reason to take sick leave. Use the Cardinal Model Sick Leave Policy language. Add in the model language about doctor's notes, etc.

### **Alternatives**

Paid time off (PTO), sick leave or vacation policies that is as generous as the rules under the state requirements will be considered in compliance.

For more Oregon Sick Leave resources visit  
[www.cardinal-services.com/oregon-sick-leave/](http://www.cardinal-services.com/oregon-sick-leave/)