

Sick Time

These FAQ's are designed as an *overview* of the Sick Leave program. The specific details of the State of Oregon Sick Time ordinance may be found as an attachment in this section, but we suggest you start here with these basic questions.

When am I eligible to use sick leave?

You may take sick for many reasons including personal illness, or that of a family member,* in the case of domestic violence, harassment or assault, closure of your child's school or care facility, or a variety of other reasons involving your health, the health of your family or public safety. *Family member is defined very inclusively as child, parent, spouse, domestic partner, grandparent, grandchild or sibling.

How much sick time may I use in a year?

Employees accrue one hour of paid sick time for every 30 hours worked and may earn up to 40 hours each anniversary year. Sick time can be used to cover a work shift in one hour increments beginning on the first sick day and each following day until the time has been used.

You may use your accrued, unused paid sick time beginning on the 90th calendar day after the start of your employment and after 240 hours of work have been completed.

Does sick time carry over year to year?

Accrued, unused paid sick time balances of 40 hours or less will carry over to the following year. If sick time has been carried over to the next year, you will continue to accrue sick time as usual during that year, to a maximum cap of 40 hours. Your anniversary date – first day worked – serves as the beginning of your accrual year.

What pay rate will I receive for sick time?

You will receive the rate of pay that you would have earned if working, minus tips, gratuities, holiday pay or other premiums such as overtime.

When will I receive my sick time pay?

You will be paid sick time pay on the Friday of the week following the submission of your [sick time form](#).

When should I notify Boly:Welch?

Our sick time guidelines ask that you contact our Temporary Team before the start of your shift or as soon as practicable after. You may need to provide documentation from a licensed health care provider, agency for victims of violence, harassment or assault or a signed personal statement outlining the qualifying reason for more than three days in a row off work.

What happens to any unused balance upon separation?

If you stop working for Boly:Welch, there is no reimbursement for any accrued, unused paid sick time balances.

Questions? If you have additional questions after reading this outline and the State of Oregon guidelines, feel free to contact us at timecards@bolywelch.com