

LEAVES

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2 **Section 1.** Student workers shall accumulate one (1) hour of sick leave for every eight (8) hours
3 worked. The sick leave may be used at the worker's discretion, for any physical or mental
4 illness. Management shall not request any details about the nature of the worker's illness. If a
5 student reports to their supervisor that they are sick, the student worker will not have the
6 responsibility to find a substitute for their shift, and they will not be required to work while sick.

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8 **Section 2.** It shall be required that within the first thirty (30) days of work, all new student
9 workers shall be instructed on how to use their accumulated sick leave. This instruction must be
10 comprehensive, and ensure that each student worker completely understands how to use their
11 accumulated sick time.

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13 **Section 3.** Should a student worker's employment end before they are able to use all of their
14 accumulated sick time, they shall be paid in full the value of their sick leave had they used it.

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16 **Section 4.** Any student worker who is unable to work their scheduled shifts due to contraction of
17 or exposure to COVID-19 shall be paid for such lost time.

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19 **Section 5.** There shall be no limit to the amount of sick leave a student may accumulate.

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21 **Section 6. Sick Leave Bank.** The University shall deposit thirty-two thousand (32,000) hours of
22 sick leave into a bank on July 1 of each year that shall be administered by the Union. The Union
23 may donate hours from the sick leave bank to employees who need sick leave but do not have
24 enough hours available to them. The Union shall notify the University when it donates sick leave
25 to an employee, and that employee shall be able to use sick leave as if they had earned and
26 accrued it.

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28 **Section 7. Jury Duty.** A student worker shall be eligible for a jury duty leave when summoned
29 for required jury duty service. Student workers are expected to provide notice to their
30 supervisor when they receive a summons. Student workers will be paid for scheduled hours
31 missed due to jury duty. Verification of actual jury duty service shall be provided by the student
32 worker to the University upon request.

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34 **Section 8. Bereavement Leave.** In the event of a death of a student worker's loved one, the
35 student worker will be granted the next five (5) shifts as paid leave. For resident assistants, they
36 shall be granted five (5) days leave and shall be excused from all duties. "Loved one" includes
37 parents, stepparents, guardians, spouse or domestic partner(s), the parents or stepparents or
38 guardian of a spouse or domestic partner, child or the child of a spouse or domestic partner,
39 sibling or step siblings, or the sibling or step sibling of a spouse or domestic partner,
40 grandparent or the grandparent of a spouse or domestic partner, or anyone the employee had a
41 close and extended relationship with, or who lives in the same house or dorm room or suite as
42 the employee. The University shall not request proof of death.

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~~44 **Section 1. Sick Leave.** Employees will be awarded one (1) hour of sick leave for every thirty
45 (30) hours worked. Any sick leave taken counts in the calculation of working hours in the week. ¶¶~~

~~46 Employees receiving work study do not accrue sick leave, as the work study fund does not allow
47 for earned sick leave. This only applies when work hours are reported under work study or
48 hours are paid through work study. ¶¶~~

~~49 In some instances, the supervisor can reschedule work during the week so that the employee
50 does not miss any working hours and sick leave will not be taken. ¶¶~~

~~51 **Section 2. Unpaid Leave.** Employees may request unpaid leave from the employee's
52 immediate supervisor. The immediate supervisor has the discretion to approve or deny such
53 requests. ¶¶~~

~~54 **Section 3. Other Forms of Leave.** Employees who have exhausted sick leave may be eligible
55 for additional leave as an ADA accommodation, pursuant to Oregon law and University policy.~~