

LEAVES

Section 1. Sick Leave. Employees will be awarded one (1) hour of sick leave for every thirty (30) hours worked. Any sick leave taken counts in the calculation of working hours in the week. Sick leave may be used at the employee's discretion for any physical or mental illness.

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

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

Section 2. There shall be no limit to the amount of sick leave an employee may accumulate.

Section 3. Unpaid Leave. Employees may request unpaid leave from the employee's immediate supervisor. The immediate supervisor has the discretion to approve or deny such requests.

Section 4. Other Forms of Leave. Employees who have exhausted sick leave may be eligible for additional leave as an ADA accommodation, pursuant to Oregon law and University policy.