

G N S A

OREGON



**> SICK TIME
POLICY**

Oregon Sick Time Policy Samples

Below are sample sick time policies for Oregon employers. Included are paid and unpaid policies for both Oregon employers and Portland employers specifically. Whether the policy is paid or unpaid is determined by the business size, which the size requirement for Oregon differs from that of the Portland requirement. These samples are written in accordance with Oregon Sick Time Law, effective January 1, 2016 and updated in 2018.

Select one of the below policies to implement below:

- [Oregon Paid Sick Leave Policy \(10 or More Employees\)](#)
- [Oregon Unpaid Sick Leave Policy \(Less Than 10 Employees\)](#)
- [Portland Paid Sick Leave Policy \(6 or More Employees\)](#)
- [Portland Unpaid Sick Leave Policy \(Less than 6 Employees\)](#)

Note: Many aspects of these policies are up to the discretion of the employer and may not be required by law. Before using any of these policies remove the italicized notes (like this note) and any super scripts (that appear like this ¹). These notes are intended for employers and administrators of employers only and should not be included in your policy / employee handbook.

Oregon Paid Sick Leave Policy [10 or more employees]

Company provides paid sick time in accordance with Oregon Sick Time Law.

Eligibility

All full-time, part-time, temporary, and seasonal employees are eligible to receive paid sick time.

Access and Usage

Employees will be entitled to up to 40 hours of sick time per year. ¹

At the commencement of employment, employees will begin accruing one hour of paid sick time for every 30 hours worked, up to a cap of 40 hours of sick time per year. ²

Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule.

Employees will be eligible to use accrued sick time or leave on their 91st day of employment. The Company will not retaliate against an employee requesting or using paid sick leave in accordance with this policy.

Employees may carry over up to 40 unused hours of sick time at the end of the calendar year to be used the following year. ³

Unused sick leave will not be paid out at the end of employment. However, employees rehired within 180 days will be credited with their balance of sick time that was previously attained and unused.

Reasons for Usage / Purpose of Sick Time

Sick time may be used for the following purposes or reasons:

- An employee's personal mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive health care
- For the care of a family member for any of the same reasons above
- To seek legal or medical services if an employee is a victim of domestic violence, sexual assault, or stalking
- To recover from or seek treatment for a health condition that rendered the employee unable to perform at least one essential function of their job
- For the birth, adoption, or foster care placement of a child
- For absences associated with the death of a family member
- When the employee's place of business is closed by order of a public health official, when a public health authority or health care provider has told an employee or their family member (who requires care) to isolate or quarantine, or when the employee has been excluded from the workplace for health reasons by any law or rule
- When an employee's child's school or childcare provider is closed due to a public health emergency, such as COVID-19

If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible.

For additional information about this policy, please contact your human resources department.

¹ Employers typically apply one of these methods. However, more complex organizations may apply both methods and vary which method is used based on the employee type.

² As an alternative to the "Accrual Method", employers may also leverage a "Front-Loaded Method" Full-time employees receive 40 hours of sick time at the start of every 12-month calendar year. Part-time employees are typically not eligible for the front-loaded method.

Note: Employers may yearly track based on an anniversary of employment date or by calendar year. If the latter is chosen, employees beginning employment on July 1st will receive 20 hours of sick time. If the former is chosen, employees receive 40 hours upon the first day of employment.

Note 2: Employers are not required to allow sick time to be carried over under the Front-Loaded Method.

³ Employers may limit the accrued hours to the 40-hour per year minimum or go above and beyond this minimum time off requirement. In the 40-hour minimum example above, the maximum amount of sick time at any given time would be 80 hours due to potential sick time carry-over from the prior year.

Oregon Unpaid Sick Leave Policy [Less Than 10 Employees]

Company provides unpaid sick time in accordance with Oregon Sick Time Law.

Eligibility

All full-time, part-time, temporary, and seasonal employees are eligible to receive unpaid sick time.

Access and Usage

Employees will be entitled to up to 40 hours of sick time per year. ¹

At the commencement of employment, employees will begin accruing one hour of unpaid sick time for every 30 hours worked, up to a cap of 40 hours of sick time per year. ²

Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule.

Employees will be eligible to use accrued sick time or leave on their 91st day of employment. The Company will not retaliate against an employee requesting or using unpaid sick leave in accordance with this policy.

Employees may carry over up to 40 unused hours of sick time at the end of the calendar year to be used the following year. ³

Employees rehired within 180 days will be credited with their balance of sick time that was previously attained and unused.

Reasons for Usage / Purpose of Sick Time

Sick time may be used for the following purposes or reasons:

- An employee's personal mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive health care
- For the care of a family member for any of the same reasons above
- To seek legal or medical services if an employee is a victim of domestic violence, sexual assault, or stalking
- To recover from or seek treatment for a health condition that rendered the employee unable to perform at least one essential function of their job
- For the birth, adoption, or foster care placement of a child
- For absences associated with the death of a family member
- When the employee's place of business is closed by order of a public health official, when a public health authority or health care provider has told an employee or their family member (who requires care) to isolate or quarantine, or when the employee has been excluded from the workplace for health reasons by any law or rule
- When an employee's child's school or childcare provider is closed due to a public health emergency, such as COVID-19

If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible.

For additional information about this policy, please contact your human resources department.

¹ Employers typically apply one of these methods. However, more complex organizations may apply both methods and vary which method is used based on the employee type.

² As an alternative to the "Accrual Method", employers may also leverage a "Front-Loaded Method" Full-time employees receive 40 hours of sick time at the start of every 12-month calendar year. Part-time employees are typically not eligible for the front-loaded method.

Note: Employers may yearly track based on an anniversary of employment date or by calendar year. If the latter is chosen, employees beginning employment on July 1st will receive 20 hours of sick time. If the former is chosen, employees receive 40 hours upon the first day of employment.

Note 2: Employers are not required to allow sick time to be carried over under the Front-Loaded Method.

³ Employers may limit the accrued hours to the 40-hour per year minimum or go above and beyond this minimum time off requirement. In the 40-hour minimum example above, the maximum amount of sick time at any given time would be 80 hours due to potential sick time carry-over from the prior year.

Portland Paid Sick Leave Policy [6 or More Employees]

Company provides paid sick time in accordance with Oregon Sick Time Law.

Eligibility

All full-time, part-time, temporary, and seasonal employees are eligible to receive paid sick time.

Access and Usage

Employees will be entitled to up to 40 hours of sick time per year. ¹

At the commencement of employment, employees will begin accruing one hour of paid sick time for every 30 hours worked, up to a cap of 40 hours of sick time per year. ²

Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule.

Employees will be eligible to use accrued sick time or leave on their 91st day of employment. The Company will not retaliate against an employee requesting or using paid sick leave in accordance with this policy.

Employees may carry over up to 40 unused hours of sick time at the end of the calendar year to be used the following year. ³

Unused sick leave will not be paid out at the end of employment. However, employees rehired within 180 days will be credited with their balance of sick time that was previously attained and unused.

Reasons for Usage / Purpose of Sick Time

Sick time may be used for the following purposes or reasons:

- An employee's personal mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive health care
- For the care of a family member for any of the same reasons above
- To seek legal or medical services if an employee is a victim of domestic violence, sexual assault, or stalking
- To recover from or seek treatment for a health condition that rendered the employee unable to perform at least one essential function of their job
- For the birth, adoption, or foster care placement of a child
- For absences associated with the death of a family member
- When the employee's place of business is closed by order of a public health official, when a public health authority or health care provider has told an employee or their family member (who requires care) to isolate or quarantine, or when the employee has been excluded from the workplace for health reasons by any law or rule
- When an employee's child's school or childcare provider is closed due to a public health emergency, such as COVID-19

If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible.

For additional information about this policy, please contact your human resources department.

¹ Employers typically apply one of these methods. However, more complex organizations may apply both methods and vary which method is used based on the employee type.

² As an alternative to the "Accrual Method", employers may also leverage a "Front-Loaded Method" Full-time employees receive 40 hours of sick time at the start of every 12-month calendar year. Part-time employees are typically not eligible for the front-loaded method.

Note: Employers may yearly track based on an anniversary of employment date or by calendar year. If the latter is chosen, employees beginning employment on July 1st will receive 20 hours of sick time. If the former is chosen, employees receive 40 hours upon the first day of employment.

Note 2: Employers are not required to allow sick time to be carried over under the Front-Loaded Method.

³ Employers may limit the accrued hours to the 40-hour per year minimum or go above and beyond this minimum time off requirement. In the 40-hour minimum example above, the maximum amount of sick time at any given time would be 80 hours due to potential sick time carry-over from the prior year.

Portland Unpaid Sick Leave Policy [Less Than 6 Employees]

Company provides unpaid sick time in accordance with Oregon Sick Time Law.

Eligibility

All full-time, part-time, temporary, and seasonal employees are eligible to receive unpaid sick time.

Access and Usage

Employees will be entitled to up to 40 hours of sick time per year. ¹

At the commencement of employment, employees will begin accruing one hour of unpaid sick time for every 30 hours worked, up to a cap of 40 hours of sick time per year. ²

Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule.

Employees will be eligible to use accrued sick time or leave on their 91st day of employment. The Company will not retaliate against an employee requesting or using unpaid sick leave in accordance with this policy.

Employees may carry over up to 40 unused hours of sick time at the end of the calendar year to be used the following year. ³

Employees rehired within 180 days will be credited with their balance of sick time that was previously attained and unused.

Reasons for Usage / Purpose of Sick Time

Sick time may be used for the following purposes or reasons:

- An employee's personal mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive health care
- For the care of a family member for any of the same reasons above
- To seek legal or medical services if an employee is a victim of domestic violence, sexual assault, or stalking
- To recover from or seek treatment for a health condition that rendered the employee unable to perform at least one essential function of their job
- For the birth, adoption, or foster care placement of a child
- For absences associated with the death of a family member
- When the employee's place of business is closed by order of a public health official, when a public health authority or health care provider has told an employee or their family member (who requires care) to isolate or quarantine, or when the employee has been excluded from the workplace for health reasons by any law or rule
- When an employee's child's school or childcare provider is closed due to a public health emergency, such as COVID-19

If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible.

For additional information about this policy, please contact your human resources department.

¹ Employers typically apply one of these methods. However, more complex organizations may apply both methods and vary which method is used based on the employee type.

² As an alternative to the "Accrual Method", employers may also leverage a "Front-Loaded Method"

Full-time employees receive 40 hours of sick time at the start of every 12-month calendar year. Part-time employees are typically not eligible for the front-loaded method.

Note: Employers may yearly track based on an anniversary of employment date or by calendar year. If the latter is chosen, employees beginning employment on July 1st will receive 20 hours of sick time. If the former is chosen, employees receive 40 hours upon the first day of employment.

Note 2: Employers are not required to allow sick time to be carried over under the Front-Loaded Method.

³ *Employers may limit the accrued hours to the 40-hour per year minimum or go above and beyond this minimum time off requirement. In the 40-hour minimum example above, the maximum amount of sick time at any given time would be 80 hours due to potential sick time carry-over from the prior year.*

G N S A

This content is provided as a sample and may not be suitable for all situations. This should NOT be considered legal advice or legal opinion. If you use this policy (either "as is" or by modifying it in its original state), you are legally responsible and liable for its contents. Note that you should always consult experienced counsel for legal advice.