

# Oregon Sick Time Law Frequently Asked Questions (FAQs)

## *Why am I getting an email notification?*

You have accrued, or are eligible to accrue a balance of Sick Time hours based on the number of hours worked in your non-benefited position.

## *What is the Oregon Sick Time Law and where can I read more about it?*

The full text of the Oregon Sick Time Law and administrative rules adopted by the Bureau of Labor and Industries is available at Oregon.gov or <https://www.oregon.gov/boli/WHD/OST/Pages/Index.aspx>

## *How is Sick Time accrued?*

You accrue 1 hour of Sick Time for every 30 hours worked.

## *What hours are eligible for Sick Time accrual?*

Hours worked in an irregular wage or part-time instructor job are qualifying hours toward Sick Time accrual. Work-study hours are not eligible.

## *How does this apply to Benefited staff?*

Benefited staff who work in a secondary position, such as an irregular wage or part-time instructor job, will also be eligible to accrue sick time hours per the Oregon Sick Time Law. Benefited staff will continue to receive paid sick leave hours under their collective bargaining agreement or exempt handbook.

**Examples:** Administrator holds a secondary part-time instructor position. Full Time / Adjunct Faculty member who serves as student advisor. Classified member who works during off-contract time.

## *Will Benefited staff accruals be zeroed out?*

No. You will have two banks of accruals. One for College paid sick leave accruals and another for Oregon Sick Time.

## *Are accrued Sick Time hours PERS eligible?*

No, Sick Time hours are not PERS eligible.

## *How often will I be notified about my accrued the Sick Time?*

While you are employed with COCC you will receive a quarterly notification of accrued Sick Time hours. Notifications are sent out the at the beginning of each quarter, for example early May for first quarter hours worked in January – March, early July for hours worked in April to June, early October for hours worked July – September, and early January for hours worked October – December.

## *How can I find my balance?*

You can view your Sick Time balance by logging into your COCC Bobcat Web account. Once logged in, click the Employee tab (Employee Services menu), and select “Time Off Current Balances and History”. If you have forgotten your Bobcat Web password/PIN, follow the instructions on the login page to have it reset.

College paid accruals will be titled **Sick Pay** in Bobcat

Oregon Sick Time accruals will be titled **OR Sick Time** in Bobcat

## *How often I use my accrued Sick Time?*

Sick Time can only be taken for the job type it was earned in.

The type of job you earned Sick Time for will dictates how you can use it. Online timesheet (Bobcat Web), paper timesheet, as well as NOA and PT Instructor Sick Time form through the Instruction Dept.

*Who approves my accrued Sick Time?*

Your immediate Supervisor or Department Chair.

*What is the difference between Sick Time and the Sick Leave received by the College?*

**Sick Time** will be accrued time that you are eligible for through the new Oregon Sick Time Law for every 30hrs worked.

**Sick Leave** will be the accruals received at the rate of one day per month as a benefited employee of the College. The new law works for benefitted staff members too; as they will accrue sick time for any secondary position that is non-benefited status.

*Does an employer have to pay sick time out when an employee leaves employment?*

No. The statute is specific. An employer does not have to pay out for accrued unused sick time.