

Paid Sick Time Policy — for Part Time, Seasonal and Temporary staff

As of Jan. 1 2016, for all part time, seasonal and temporary staff, the City of Woodburn will provide accrued paid sick time as per the rules and regulations listed below.

Failure to follow policy and procedures accordingly may lead to disciplinary action up to and including termination.

Rules

- All part-time, seasonal and temporary staff will begin to accrue paid sick time from January 1, 2016 or date of hire if after that date at the rate of 1 hour of paid sick leave for every 30 hours worked.
- Requesting the use of sick time hours must be done via the procedures established with the electronic time keeping system, Time Star.
- Employees **must** follow the department established procedures for calling in sick and off of work.
- All part-time, seasonal and temporary staff are eligible to request/use sick leave beginning on the 91st calendar day of employment.
- Paid sick time may accrue a maximum of 80 hours.
- If there is a break of employment of more than 180 days (@ 6 months), all accrued sick leave will no longer be available to the employee if rehired, and the employee will start accruing sick leave again as per the current policy.
- If an employee is a part time, seasonal or temporary employee and moves into a full time position with no break in employment, the accrued sick leave balance will transfer to the employee’s full time status. The employee will remain eligible to utilize the accrued sick time earned while on part time, seasonal or temporary status. However, the employee will not accrue additional sick time until having met the limitations based on sick time accrual for new hire full time employees.
- The City reserves the right to require a satisfactory statement of a licensed health care provider whenever an employee misses more than 3 consecutive scheduled work days due to an illness, injury or disability. Medical verification may also be required at any time the City has reason to believe an employee is abusing the sick leave policy.
- If there is found to be a conflict or discrepancy between this policy and law, the law will prevail.

By signing below I, _____ acknowledge I have received, reviewed and understand the new paid sick time policy for part time, seasonal and temporary staff.

Employee signature: _____ Date: _____