

# MEMO



**TO:** Field and Part-Time Associates  
**FROM:** Office Management  
**DATE:** 12/11/2017  
**RE:** Oregon Accrued Paid Sick Leave

Oregon employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked.

Employees may not accrue more than forty (40) hours / five (5) days of sick leave during each calendar year (January 1 – December 31). Accrued, but unused sick time shall carry over to the following year up to 40 hours. The max amount taken per year shall be 40 hours.

All employees may utilize accrued leave beginning on their 91st day of employment.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day and when possible, employees should provide as much notice to their supervisor in advance of their need to use available sick leave. A doctor's statement may be requested by the employer for absences of three or more consecutive days. Sick pay will be paid out at the employee's normal hourly pay rate.

**Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.**

Accrued but unused sick leave will not be paid upon termination. However, employees who are reemployed with the Company within 180 days of separation will have any unused paid sick leave accrued under this policy reinstated.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to [hr@apolloretail.com](mailto:hr@apolloretail.com) or faxed to (800) 783-5540.

For additional information regarding the Act, you visit the states website at [www.oregon.gov/boli](http://www.oregon.gov/boli) or contact them at (971) 673-0761 or [mailb@boli.state.or.us](mailto:mailb@boli.state.or.us).