

6 Leave Policies

Paid Time Off (PTO)

Southern Oregon School of Music does not currently offer paid time off other than paid sick leave as required by Oregon law.

Unpaid Vacation Time

To the extent possible, staff should coordinate vacations, medical appointments, and other time off with Southern Oregon School of Music's closure schedule or during non-work hours to minimize disruption. See the "Holidays and School Closures" section for information about scheduled closures.

Administrative Staff:

Request time off online through Patriot.

Teachers:

Request time off online through Opus1. Teachers are responsible for:

- Discussing a substitute or makeup schedule with the Office Manager; and
- Finalizing and emailing the approved schedule to email@soschoolofmusic.com prior to the absence.

A time-off request is not considered complete until both steps are finished.

This policy applies to unpaid time off. Scheduling during closures or non-work hours helps minimize disruption to students and other staff.

Paid Sick Leave (Oregon Law)

Southern Oregon School of Music complies with Oregon Sick Time Law (ORS 653.601–653.661).

Accrual and Tracking:

- Employees earn 1 hour of sick leave for every 30 hours worked, up to 40 hours per year.
- Unused sick leave carries over to the following year, up to a maximum of 80 hours.
- Sick leave is tracked automatically through payroll and reflected on pay stubs.

Eligibility:

- Applies to administrative staff and to teachers who will not be rescheduling lessons or classes.
- Teachers who reschedule lessons or classes will be paid for the rescheduled time rather than using sick leave.

Requesting Sick Leave:

Requests must be submitted using the online "Request for Sick Leave" form at <https://www.soschoolofmusic.com/team>.

Permitted Uses:**Paid sick leave may be used for:**

- Your own illness, injury, or health condition, including medical appointments;
- Caring for a family member who is ill, injured, experiencing mental illness, or attending medical appointments;
- Parental care, including care for children under 18 or disabled dependents over 18;
- School or childcare closures due to a public health emergency;
- Seeking assistance related to domestic violence, harassment, sexual assault, or stalking; or
- Bereavement or funeral-related purposes.

Notice and Documentation:

- Provide at least 10 days' notice when leave is foreseeable; otherwise, notify the School as soon as practicable.
- Documentation may be required for absences exceeding three consecutive days, foreseeable leave of more than three days, lack of proper notice, or suspected misuse.
- Certification for domestic violence, harassment, sexual assault, or stalking-related leave is sufficient; specific details are not required.

Additional Rules:

- Sick leave is usable after 90 days of employment.
- Minimum usage increment is one hour.
- Unused sick leave is not paid out upon separation.
- Sick leave may run concurrently with other legally permitted leave.
- Retaliation for requesting or using sick leave is prohibited.

Paid Family & Medical Leave Insurance (PFMLI – Oregon)

Employees may be eligible for benefits through Paid Leave Oregon.

Eligibility:

Employees who earned at least \$1,000 in the prior year.

Covered Reasons:

Family care, personal medical leave, bonding with a new child, or safe leave related to domestic violence, harassment, sexual assault, or stalking.

Duration:

Up to 12 weeks per benefit year, taken consecutively or intermittently.

Notice:

Provide 30 days' notice for foreseeable leave; otherwise, notify the School within 24 hours and submit written notice within three days.

Applying:

Apply directly through Paid Leave Oregon, up to 30 days before or after the leave begins.

Job Protection:

After 90 days of employment, employees are generally entitled to reinstatement to the same or an equivalent position, subject to applicable law.

Retaliation:

Retaliation for requesting or taking PFMLI leave is prohibited.

Extended Leave of Absence

Employees may request an extended unpaid leave for circumstances not covered by other leave policies. Extended leave is unpaid unless required by law.

Requesting Leave:

Submit requests through Opus1 or Patriot at least 30 days in advance when possible, or as soon as practicable in emergencies. Include the reason for the leave and the expected start and end dates. See also the Attendance and Scheduling sections of this handbook for related expectations.

Approval:

Approval is discretionary and based on business needs, performance, and attendance. Reinstatement is not guaranteed.

During Leave:

- Sick leave does not accrue during unpaid leave.
- Outside employment during leave must not conflict with School policies or the employee's obligations to the School.

Extensions and Return:

Extensions must be requested at least 30 days in advance. Failure to return as scheduled may be treated as a voluntary resignation. If the original position is unavailable, a comparable position may be offered.

Other Unpaid Leave**Bereavement Leave**

Up to five days of unpaid leave for the death of an immediate family member. Accrued sick leave may be used. Documentation may be requested.

Jury Duty

Employees are encouraged to fulfill jury duty obligations. Leave is generally unpaid unless required by law. Exempt employees will not incur pay deductions for partial-week absences.

Military Leave (USERRA)

Leave is provided in accordance with federal and state law. Reinstatement rights, pay, and benefits are governed by law.

Additional Statutory Leaves

Southern Oregon School of Music complies with all applicable federal and state laws regarding employee leave, including but not limited to leave related to crime victims, domestic violence or harassment, jury or court attendance, military service, legislative service, public board or commission service, bone marrow donation, and similar legally protected circumstances.

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