EMPLOYEE PAID SICK TIME TIMECARD

Last First

Client Dept

Supervisor Name

*Employee:* Please enter the date(s) and hours of any used accrued sick leave for the pay period. To determine your accrued sick leave balance, review your quarterly statement or contact Quantum Recruiters at 541-683-1757.

|  |  |  |
| --- | --- | --- |
|  | DATE | SICK HOURS  Submit this form along with your timecard with corresponding work dates to one of the following:  payroll@quantumrecruiters.net  Fax: 541-485-8443 |
| Sunday |  |  |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| *TOTAL* |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How Oregon Sick Time Works:**

* Beginning January 1, 2016, eligible Employees will accrue Oregon Sick Time (OST) at the rate of one (1) hour for every 30 hours worked. Employees hired after January 1, 2016 must be employed by Quantum for at least 90 days before the Employee uses OST.
* For purposes of complying with the 90 days of hire mandate, an Employee's date of hire will be considered his/her FIRST day on his/her FIRST assignment.
* Employees are entitled to use a maximum of 40 hours of OST per year and OST can be taken in minimum increments of one hour.
* Employees may accrue a maximum of 40 hours in a calendar year, and up to 80 hours in total.
* Employees may carry over up to 40 hours of accrued OST from year to year.
* Unused OST will not be paid at termination of employment, however Employees re-hired within six months of termination will be entitled to use previously accrued OST immediately upon re-employment.
* Quantum will provide a *quarterly* accumulation to all eligible Employees reflecting accrued and unused OST.
* OST is paid at the Employee's current rate of pay, not considering overtime rates.

**Sick Leave Qualifying Events:** The purpose for which sick time may be used by eligible Employees is outlined on the *Requirements of Oregon's Sick Leave Law* handout provided to you at orientation and published by the Bureau of Labor and Industries (BOLI)*.* You may also find a copy of this handout on our website for easy reference.

**Notice of Sick Leave Use**: Employees are permitted to use his or her accrued paid sick leave upon an oral or written request. All Employees requesting OST must notify Quantum DIRECTLY when the need to use OST is foreseeable by calling 541-683-1757. The Employee shall provide notice as soon as practicable, and shall make a reasonable effort to schedule OST in a manner that does not unduly disrupt the Client's operations.

If an Employee's need for OST is not foreseeable, Employee shall notify Quantum DIRECTLY by calling 541-683-1757 of the intent to use OST *a* minimum of 30 minutes before the start of the Employee's scheduled work shift or as soon thereafter as practicable in the event of an unforeseen emergency. If proper notification is not received, as specified above, OST will not be paid.

**Employee Sick Leave Timecard**: When reporting accrued hours used as OST you must complete a separate Employee Sick Leave Timecard. OST may be used in one hour increments. The time card must be submitted by 5PM the Monday following the week it was taken.