



## Template for Quarterly Notification of Sick Time Accrual Required by Oregon's Sick Time Law (ORS 653.601-653.661)

Employers that employ employees in the state of Oregon are required to implement sick time policies and provide sick time to employees. The full text of the law and administrative rules adopted by the Bureau of Labor and Industries are available at [oregon.gov/boli/workers/Pages/sick-time.aspx](https://oregon.gov/boli/workers/Pages/sick-time.aspx).

Pursuant to ORS 653.631, employers are required to provide to each employee written notice of the requirements of the provisions of the law.

In addition, employers are required to provide written notification to each employee at least quarterly of the amount of accrued and unused sick time available for use by the employee. This information may be included on the statement of earnings provided to the employee on regular paydays, or may be provided separately.

The law requires that all required notices to employees be provided in the language the employer typically uses to communicate with the employee.

The information provided in the templates below complies with the notice of sick time accrual provisions.

In each of the examples, the employee worked 16 days in September and used 32 hours for vacation time and 8 hours for sick time. (Although in these examples the employer provides vacation time, the law does not require this. If, however, an employer allows employees to use accrued vacation leave to cover absences for reasons provided under the sick time law, all time available for an employee to use for absences covered by the law should be included in the written notification, including accrued vacation leave.)

### Example where both sick time and vacation time are accrued:

Leave Type	Beg Bal 09-01-2021	Accrued	Taken	End Bal 09-30-2021
SICK	24.66	4.27	8.00	20.93
VACATION	110.00	6.67	32.00	84.67

16 days worked X 8 hours/day = 128 hours worked ÷ 30 hours (1 hour of sick time accrued for every 30 hours worked) = 4.27 ST hours accrued and 6.67 hours of vacation time accrued at the rate of 80 hours/year.

### Example where both sick time and vacation are "front loaded" annually by the employer:

Leave Type	Beg Bal 09-01-2021	Accrued	Taken	End Bal 09-30-2021
SICK	32.00	0.00	8.00	24.00
VACATION	110.00	0.00	32.00	78.00

### Example where employer combines all types of paid time off ("PTO"):

Leave Type	Beg Bal 09-01-2021	Accrued	Taken	End Bal 09-30-2021
PTO	142.00	0.00	40.00	102.00

Note: Employers may adopt policies that limit employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a year.