To: Human Resource and Payroll Managers

From: Chief Human Resources Office

Subject: Day of Leave

The Governor has granted all management, unclassified (executive) and classified unrepresented service employees a Day of Leave.

Employees may take the Day of Leave on any working day from the day before Thanksgiving through January 31, 2015.

The day is eight hours for a full-time employee and pro-rated for a part-time employee. Employees follow agency leave request and approval procedures to schedule their Day of Leave. This leave-type is generally coded as GL on the timesheet. The Day of Leave must be taken in a block of time, not in hourly increments.

A similar Day of Leave was bargained for represented staff in most collective bargaining agreements. Please refer to State HR Policy 60.000.10 Special Leaves with Pay, or a relevant collective bargaining agreement for more information.

Human Resource and Payroll staff may direct their questions to Susan DeJoode at 503-378-5582, Twyla Lawson at 503-373-7677 or Susan Hoeye at 503-378-8301.