

For more details, read the Temporary Interruption of Employment policy: www.oregon.gov/das/Policies/60-015-01.pdf

**FOR MORE INFORMATION, CONTACT:** XXXXXXXXXXXXXXXXXXXXX

XXX-XXX-XXXX

INSERT AGENCY LOGO HERE

If your position is identified as “essential personnel,” see your manager to discuss the method and process for identifying your schedule and assignments. Represented employees should refer to their collective bargaining agreement for further information regarding inclement weather or hazardous conditions.