



# Oregon

Governor Kate Brown

## Department of Administrative Services

Office of the Chief Human Resources Officer

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## MEMORANDUM

**To:** Agency Human Resources Managers

**From:** Madilyn Zike, Chief Human Resources Officer

**Date:** December 7, 2015

**Subject:** Policy and FAQ for Review and Comment – State HR Policy 60.000.01 Sick Leave with Pay

We invite your agency to review and comment on the proposed revisions to the Sick Leave with Pay policy and FAQ. Please share this information with staff in your agency and collect their comments.

**Also, please be aware BOLI has not published final rules yet.**

The policy is attached and can also be viewed on the CHRO Policy Unit's [website](#).

The following summarizes the primary change to the policy:

- Aligns policy with the new sick leave legislation
- Adds definitions
- Removes OUS under section (3) Transfer of Sick Leave
- Adds language related to temporary employees
- Expands section (13) Permissible Use of Sick Leave to align with new law
- Adds section (14) Requesting Sick Leave
- Adds section (15) Verification

Please send your compiled comments to our policy email box at [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov) by **December 14, 2015**. Questions about the changes should be directed to Bridget Otto at 503-373-7676.