

State of Oregon
DEPARTMENT OF ADMINISTRATIVE SERVICES
Human Resource Services Division



State Policy: 60.000.20 Alternative Leave Provisions

| **APPLICABILITY:** Management service [and unclassified](#) executive service employees

REFERENCE: ORS 240.145(3); 240.205(4); 240.250; 240.551

(1) **Policy:** Alternative sick leave and vacation benefits may be granted to accomplish recruitment objectives. Accordingly:

- (a) The agency head may grant alternative sick leave and vacation benefits to eligible employees appointed from outside Oregon state service where necessary to accomplish recruitment objectives.
 - (b) The following leave alternatives shall be appropriate substitutes for standard leave provisions as long as the employee remains in the position to which originally appointed. If the employee leaves the original position, the agency head shall determine the appropriate vacation leave accrual rate and vacation and sick leave transfer balances consistent with policy.
 - (A) At the time of appointment, an immediate eligibility for 30 working days (240 hours) of paid sick leave may be made available to be used during the first 30 months of employment. The 240 hours may be drawn upon but not increased during the first 30 months of employment.
 - (B) Upon appointment, vacation leave may accrue at 11.34 hours per month to a maximum of 136 hours per year for the first 10 years of employment. After 10 years of employment, the accrual rate may be increased to correspond with the standard leave accrual rates.
 - (C) Upon appointment, an immediate eligibility for 40 hours of vacation leave may be granted and hours used will be applied against the appointee's annual (136 hours) vacation leave. This vacation benefit may be used only once and only during the first year of employment. In any event, a new appointee may take vacation as it accrues.
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Performance Measure: Alternate sick leave and vacation benefits are granted only to accomplish recruitment objectives.

Performance Standard: 100%