



Oregon

Governor Kate Brown

Department of Administrative Services

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MEMORANDUM

To: Agency Heads and Agency Human Resources Directors

From: Madilyn Zike, Chief Human Resources Officer

Date: April 1, 2020

Subject: Addendum A – Sick Leave, 60.000.01

Emboldened and italicized text reflects revisions and additions to current policy language.

Policy Statement:

As of April 1, 2020, the Executive Branch of state government modifies the Sick Leave with Pay policy to include emergency paid sick leave for the time period of April 1, 2020 through December 31, 2020.

Policy Authority: Families First Coronavirus Response Act

Applicability: All employees when not in conflict with an applicable collective bargaining agreement

Attachments: None

Policy Amendments

Effective April 1, 2020, Sick Leave with Pay policy 60.000.15 is amended as follows:

(12) Emergency Paid Sick Leave

(a) Employees receive two weeks of emergency paid sick leave.

A. Full-time employees receive 80 hours.

B. Part time employees receive the amount of leave equal to the number of hours the employee works on average over a two-week period.

(b) Leave may be taken if the employee:

- A. Is subject to federal, state, or local quarantine or isolation order.**
- B. Has been advised by a health care provider to self-quarantine.**
- C. Is experiencing symptoms and seeking diagnosis for symptoms of COVID-19.**
- D. Is caring for an individual who is:**
 - i. Subject to federal, state, or local quarantine or isolation order; or**
 - ii. Advised by a health care provider to self-quarantine.**
 - iii. The individual does not need to be a family member.**
- E. Is caring for their child whose school is closed, place of care is closed, or child care is unavailable due to COVID-19 precautions.**
- F. Is experiencing substantially similar health symptoms of COVID-19 specified by the Department of Health and Human Services in consultation with the Secretary of Treasury and the Secretary of Labor.**

(c) Leave may be taken intermittently in full or partial day increments for reason E if teleworking.

(d) Leave may be taken intermittently in full-day increments for reasons A, B, C, D and F above when the employee is teleworking.

(e) If neither (c) nor (d) applies leave must be taken in one continuous block of time until the leave is exhausted or the reason for the leave is no longer needed. Any remaining leave may be used at a later date.

Questions should be sent to CHRO.Policy@oregon.gov.