



Oregon

Governor Kate Brown

Department of Administrative Services

Office of the Chief Human Resources Officer

155 Cottage Street NE

Salem, OR 97301

PHONE: 503-378-2065

FAX: 503-373-7684

MEMORANDUM

To: Agency Heads and Agency Human Resources Directors

From: Madilyn Zike, Chief Human Resources Officer

Date: June 8, 2020

Subject: Addendum A – Special Leaves with Pay, 60.000.10

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

Policy Statement:

As of June 8, 2020, the Special Leaves with Pay policy is being updated to allow for retention and use of Personal Business leave granted in the 2019-2020 fiscal year through December 31, 2020.

Policy Authority: ORS 240.145 (3); 240.240; 240.250; 240.551

Applicability: All employees except temporary employees and employees represented by a collective bargaining agreement

Attachments: None

Policy Amendments

Effective June 8, 2020, Special Leaves with Pay policy 60.000.10 is amended as follows:

(5) Personal Leave

(e) Unused personal business leave on June 30, 2020 may be carried over into the 2020-2021 fiscal year.

A. Personal business leave carried over must be used by December 31, 2020 or will be lost.

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