



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 9, 2020

Subject: Addendum B – Special Leaves with Pay, 60.000.10

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

Policy Statement:

As of June 9, 2020, the Special Leaves with Pay policy is being amended to temporarily freeze the ability to grant Exceptional Performance Leave with Pay until October 31, 2020 and allow for unused Exceptional Performance Leave with Pay on June 30, 2020 to be extended for use 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 9, 2020, Special Leaves with Pay policy 60.000.10 is amended as follows:

(2) Exceptional Performance Leave with Pay

(d) Restrictions on Exceptional Performance Leave with Pay

(E) Exceptional Performance Leave with Pay may not be granted to employees between June 9, 2020 and October 31, 2020.

June 9, 2020

Page 2

(f) Unused Exceptional Performance Leave with Pay on June 30, 2020 may be carried over into the 2020-2021 fiscal year.

A. Exceptional Performance Leave with Pay carried over must be used by December 31, 2020 or will be lost.

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