



# 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:** October 5, 2020

**Subject:** Addendum C – Temporary Interruption of Employment policy, 60.015.01

---

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

#### **Policy Statement:**

*As of September 1, 2020, the Executive Branch of state government modifies the Temporary Interruption of Employment policy to include use of paid leave and donated leave in response to Oregon's wildfires and air quality for the time period of September 1, 2020 through June 30, 2021 or until declared wildfire or air quality emergency declarations are lifted, whichever comes first.*

**Policy Authority:** ORS 240.145(3); 240.250; 240.551 and Executive Order 20-12

**Applicability:** Classified unrepresented, management service, unclassified executive service, unclassified unrepresented employees.

**Attachments:** None

#### **Policy Amendments**

Effective September 1, 2020, Temporary Interruption of Employment policy 60.015.01 is amended as follows:

***(9) Employees who have lost their homes (primary residence) due to wildfire shall:***

- (a) Be eligible for a maximum of eighty (80) hours of paid administrative leave, prorated for part-time employees. Leave may be taken in a continuous block of time or intermittently.***
- (b) Be eligible to request donated leave if paid administrative leave identified in (a) above is exhausted.***
  - (i) Donated leave received will not exceed the amount needed to cover the absence.***
  - (ii) Donators may donate their vacation or compensatory leave.***

***(10) Employees may request donated inclement weather leave when there is a worksite closure due to wildfires and the employee has exhausted their own inclement weather leave.***

- (a) Donated leave received will not exceed the amount needed to cover the absence.***
- (b) Donators may only donate any inclement weather leave they have remaining for the current biennium (up to 40 hours).***

Questions should be sent to [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov).