



## MEMORANDUM

**DATE:** April 20, 2026

**TO:** Agency Human Resources Directors and Managers

**FROM:** Jessica Knieling, Chief Human Resources Officer

**SUBJECT:** Addendum B – Sick Leave with Pay 60.000.01

***Bold and italicized*** text reflects revisions and additions to current policy language.

**Amendment Purpose:** ***As of April 20, 2026, the Executive Branch of state government modifies the Sick Leave with Pay policy to align Oregon Military Department Deputy Fire Chief leave accruals with a 56-hour work week, driven by the National Guard Bureau's updated manning model for fire positions.***

**Policy Authority:** ORS; 236.610; 240.145(3); 240.551; 326.113, 328.350, 659A.150 through 659A.186; 659A.272, 653.601 through 653.661; OAR 839-007-0000 through 839-007-0120

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

**Attachments:** None

### **Policy Amendments**

Effective April 20, 2026 Sick Leave with Pay 60.000.01 is amended as follows:

(1) Employee Accrual Rate

(a) Full-time employees accrue eight hours per month.

***(b) Oregon Military Department (OMD) Deputy Fire Chief (5554) employees accrue 11.2 hours per month.***

April 20, 2026

Page 2

- (c) A part-time employee or a full-time employee who has leave without pay during the month accrues sick leave on a pro rata basis. When determining the pro rata accrual of sick leave each month, the agency counts actual time worked and all leave with pay.

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