

# Taking time off for an injury or illness?

**Do you need to take time off to care for your own injury or illness or that of a family member?**

If yes, get to know the provisions described here.

Contact your agency human resource office to get the facts.

ENTER AGENCY NAME  
HERE

Insert agency HR Contact name

Address

Address

Address

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@state.or.us



Below are the most common provisions used when a person needs to take time off.

- Accrued leave balances
- Donated hardship leave
- Employee Assistance Program
- Family and medical leave
- Insurance benefits
- Leave without pay

Your agency human resource office can explain how these provisions apply to your specific situation.

Inquire today!