



# Oregon

Governor Kate Brown

## Department of Administrative Services

Office of the Chief Human Resources Officer

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## MEMORANDUM

**To:** Agency Human Resources Managers

**From:** Madilyn Zike, Chief Human Resources Officer

**Date:** December 7, 2015

**Subject:** Policy for Review and Comment – State HR Policy 60.000.15 Family and Medical Leave

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We invite your agency to review and comment on the proposed revisions to the Family and Medical Leave policy. Please share this information with staff in your agency and collect their comments. **Also, please be aware BOLI has not published final rules yet.**

The policy is attached and can also be viewed on the CHRO Policy Unit's [website](#).

The following summarizes the primary change to the policy:

- Adds language under section (13) requiring agencies to continue to pay their portion of the employee health insurance premiums for core benefits while out under OFLA
- Amends language under section (13) (c) explaining all insurance coverage terminates when the employee is on unprotected unpaid leave
- Removes language under section (13) requiring agencies to apply any donated leave received by an employee to the payment of the employee's insurance premiums
- Changes the amount of sick or vacation leave employees can reserve when on FMLA or OFLA in a block of time from 40 to 60 hours.
- General grammatical

Please send your compiled comments to our policy email box at [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov) by **December 14, 2015**. Questions about the changes should be directed to Bridget Otto at 503-373-7676.