



# Oregon

John A. Kitzhaber, M.D., Governor

## Department of Administrative Services

Chief Human Resources Office  
155 Cottage Street NE U30

Salem, OR 97301  
FAX: 503-373-7684

### MEMORANDUM

**To:** Agency Human Resources Managers

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

**Date:** January 21, 2015

**Subject:** Policy Update - Temporary  
Interruption of Employment 60.015.01

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We have made some minor changes to Policy 60.015.01 and the Guide for Leave Related Questions. Please share this information with staff in your agency.

The following summarizes the primary changes to the policy and guide:

#### Policy

- Added definitions for “telework” and “telecommute.”

#### Guide:

- Added five new scenarios related to employees who telecommute, telework or report to work at a temporary worksite.

The updated policy and guide can be found on the CHRO Policy webpage:

Link: <http://www.oregon.gov/DAS/CHRO/docs/advice/p6001501-leaveguide.pdf>

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Any questions regarding the changes should be directed to Bridget Otto at 503-373-7676.