



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

TRANSMITTAL 173

To: Agency Human Resources Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: February 25, 2015

Subject: Policy Update - Special Leaves with Pay 60.000.10

We have made some changes to the Special Leave with Pay Policy 60.000.10. Please share this information with staff in your agency.

The following summarizes the primary changes to the policy:

Governor's Leave:

- Changes the leave title from "Governor's Leave" to "Day of Leave"
- Amends language to allow employees to take the leave beginning the day before Thanksgiving through January 31.

Bereavement Leave:

- References OFLA Bereavement Leave Policy 60.000.15

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

Link: <http://www.oregon.gov/DAS/CHRO/docs/advice/p6000010.pdf>

Questions about the changes should be directed to Bridget Otto at 503-373-7676.