



# Oregon

Governor Kate Brown

## Department of Administrative Services

Office of the Chief Human Resources Officer

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### MEMORANDUM

Transmittal 176

**To:** Agency Human Resources and Payroll Managers

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

**Cc:** Sandy Ridderbusch, Manager State Payroll Services

**Date:** April 6, 2015

**Subject:** Vacation Leave Policy Addendum  
60.000.05

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We have made some changes to the Vacation Leave Policy 60.000.05. This change is effective April 1, 2015.

The following summarizes the primary changes to the policy:

#### Accumulation:

- Aligns vacation leave accumulation of classified unrepresented and unclassified unrepresented employees with management service, unclassified executive service, unclassified excluded, Department of Justice unclassified excluded and Department of Justice unclassified unrepresented attorneys.
- Allows classified unrepresented and unclassified unrepresented employees the ability to accumulate up to 350 hours of vacation leave.
- Allows classified unrepresented and unclassified unrepresented employees who have earned 310 hours of vacation leave the ability to request leave to avoid losing it.

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

Link:

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