



Oregon

Kate Brown, Governor

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MEMORANDUM

Transmittal 184

To: Agency Human Resources Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: November 17, 2015

Subject: Policy Update – Holiday Leave with Pay 60.010.01

We have revised State HR Policy Holiday Leave with Pay 60.010.01. The following summarizes the primary changes in the policy:

State HR Policy 60.010.01 Holiday Leave with Pay

- Update division title throughout policy.
- **Applicability:** Update the language to reflect the correct applicability statement for consistency.
- **Section 1(h):** Update to add in the day after Thanksgiving.
- **Section 1(m):** Update the Day of Leave language to change when employees are able to take the day and remove reference to “Governor’s Day”.
- **Section 1(b):** Removed language since language combined in (1)(a).
- **Sections 4(b):** Update language to allow agencies discretion for scheduling when an employee takes an alternate holiday if the holiday falls on the employee’s regularly scheduled day off.
- **Section 5:** Update language to clarify how to code time when an employee is required to work on a holiday.
- **Section 7:** Deleted and reworded to be included in Section 1(m).

You may review the revised policy on the CHRO’s [website](#).