



# Oregon

Governor Kate Brown

## Department of Administrative Services

Office of the Chief Human Resources Officer

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Transmittal 186

**To:** Agency Human Resources Managers

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

**Date:** December 30, 2015

**Subject:** Policy Update - Sick Leave with Pay  
Policy 60.000.01

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Due to recent legislation, we have made some changes to the Sick Leave with Pay Policy 60.000.01. Please share this information with staff in your agency.

The following summarizes the primary changes to the policy:

- Adds new definitions.
- Incorporates the addendum dated May 26, 2015 related to OUS and universities with independent governing boards.
- Section (4): Clarifies the PERS calculations which “uses” sick leave in the final average salary under full formula and formula plus annuity.
- Section (5): Remove language related to OUS.
- Section (7): Changes the amount of sick leave an employee who is collecting short-term disability payments may reserve while on FMLA or OFLA block leave from 40 to 60 hours.
- Adds sections (8) through (11) related to temporary employees.
- Section (12): Adds language under permissible use of sick leave.
- Section (13): Adds a new section related to requesting sick leave.
- Section (14): Adds a new section related to verification.
- General grammatical

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

Policy: <http://www.oregon.gov/DAS/CHRO/docs/advice/p6000001.pdf>

Toolkit: <http://www.oregon.gov/DAS/CHRO/pages/sltoolkit.aspx>

Please call the CHRO Policy Unit if you have any questions.