



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 188

To: Agency Human Resources Managers
From: Madilyn Zike, Chief Human Resources Officer
Date: March 28, 2016
Subject: Policy Update – Alternative Leave Provisions 60-000-20

We have revised State HR Policy Alternative Leave Provisions. The following summarizes the primary changes in the policy:

State HR Policy 60-000-20 “Alternative Leave Provisions”

- Updated division title to CHRO
- General shifting, formatting and grammatical changes throughout the policy
- Provides discretion to agency head
- Adds increased rates for vacation accrual
- Adds clarifying language regarding advanced benefits and transferring benefits
- Adds reporting requirements for increased rates or advanced benefits
- Adds policy exception requirements

The updated policy is available on the CHRO’s [web page](#).

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