

SUBJECT: Support of Employee's Work and Family Needs	NUMBER: 10.030.01
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 11/12/15
APPROVED: Signature on file with the Chief Human Resources Office	

POLICY STATEMENT: State government recognizes the importance of family and an employee's need to meet the health and care obligations of family and dependents. The state responds to those needs, to the greatest extent possible, through work and family policies and by fostering a workplace that support efforts to achieve a balance between work and family.

AUTHORITY: ORS 182.151; 240.145(3); 243.105; 243.302; 240.039

APPLICABILITY: All employee except where collective bargaining agreement language conflicts.

ATTACHMENTS: None

DEFINITIONS: See State HR Policy 10.000.01, Definitions; and OAR 105-010-0000

POLICY

- (1) The following work and family policies support the efforts of the state to achieve a balance between work and family;
 - (a) Flexible work Schedule – As defined in State HR Policy 10.000.01(40), Definitions and referred to in Sate HR Policy 20.005.20, Fair Labor standards Act or an applicable collective bargaining agreement.
 - (b) Job Sharing – Oregon Administrative Rule 105-040-0070 or an applicable collective bargaining agreement.
 - (c) Telecommuting – State HR Policy 50.050.01, Telecommuting or an applicable collective bargaining agreement.
 - (d) Sick Leave – State HR Policy 60.000.01, Sick Leave with Pay or an applicable collective bargaining agreement.
 - (e) Personal Business Leave – State HR Policy 60.000.10, Special leaves with Pay or an applicable collective bargaining agreement.
 - (f) Vacation Leave – State HR Policy 60.000.05, Vacation Leave or an applicable collective bargaining agreement.
 - (g) Special Leaves with Pay – State HR Policy 60.000.10, special Leaves with Pay or an applicable collective bargaining agreement.

- (h) Federal and State Family Medical Leave – State HR Policy 60.000.15, Family and Medical Leave or an applicable collective bargaining agreement.
 - (i) Leaves without Pay – State HR Policy 60.000.11, Leave without Pay or an applicable collective bargaining agreement.
 - (j) Statutorily Required Leaves with and without Pay – State HR Policy 60.000.12, Statutorily Required Leaves with and with Pay or an applicable collective bargaining agreement.
 - (k) Military Donated Leave Program – State HR Policy 60.020.05, Military Leave or an applicable collective bargaining agreement.
 - (l) Donated Leave – State HR Policy 60.025.01, Donated Leave
- (2) The following are additional areas the state is authorized by statute to offer to employees:
- (a) Insurance Benefits – ORS 243.105-243.302.
 - (b) Dependent Care Flexible Spending Account – ORS 243.105-243.302.
 - (c) Health Care Flexible Spending Account – ORS 243.105-243.302
 - (d) Long Term Care Insurance – ORS 243.105-243.302
 - (e) Employee Assistance Program – ORS 243.105-243.302
 - (f) Affordable Care Act – State HR Policy 50.070.01, Affordable Care Act, ORS 240.039, 26 U.S. Code 4980H