

<b>SUBJECT:</b> Support of Employee's Work/Life Balance	<b>NUMBER:</b> 10.030.01
<b>DIVISION:</b> Chief Human Resources Office	<b>EFFECTIVE DATE:</b> 2/01/2019

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**APPROVED: Signature on file with the Chief Human Resources Office**

**POLICY STATEMENT:** Oregon state government recognizes the importance of an employee's need for work/life balance to take care of personal needs and participate in charitable causes.

**AUTHORITY:** ORS 182.151; 240.145(3);

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

**ATTACHMENTS:** None

**DEFINITIONS:** Also refer to State HR Policy 10.000.01, Definitions

**POLICY:**

- (1) The following policies help eligible employees achieve work/life balance:
  - (a) Flexible Work Schedule – As defined in State HR Policy 10.000.01, Definitions and referred to in State HR Policy 20.005.20, Fair Labor Standards Act or an applicable collective bargaining agreement.
  - (b) Job Sharing – State HR Policy 40.010.02, Recruitment and Selection 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, Leaves 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 without 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 or an applicable collective bargaining agreement.
  - (m) Affordable Care Act – State HR Policy 50.070.01, Patient Protection and Affordable Care Act, 42 USC § 18001 et. seq. (2010)
- (2) The following are additional options the state is authorized by ORS 243.105 to 243.302 to offer to employees:
- (a) Insurance Benefits;
  - (b) Dependent Care Flexible Spending Account;
  - (c) Health Care Flexible Spending Account;
  - (d) Long Term Care Insurance; and
  - (e) Employee Assistance Program.