

<div><div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div><div>STATEWIDE POLICY</div></div>	<div>NUMBER</div> <div>10.030.01</div>	<div>SUPERSEDES</div> <div>10.030.01 2/1/2019</div>
	<div>EFFECTIVE DATE</div> <div>3/21/2025</div>	<div>PAGE NUMBER</div> <div>Pages 1 of 2</div>
	<div>REVIEWED DATE</div>	
<div>Division</div> <div>Chief Human Resources Office</div>	<div>Authority</div> <div>ORS 182.151; 240.145(3)</div>	
<div>Policy Owner</div> <div>CHRO Policy Unit</div>		
<div>SUBJECT</div> <div>Support of Employees' Work/Life Balance</div>	<div>APPROVED SIGNATURE</div> <div>Signature on file with the Chief Human Resources Office</div>	

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.

APPLICABILITY

All employees except where collective bargaining agreement language conflicts.

ATTACHMENTS

None

DEFINITIONS

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) Working Remotely – State HR Policy 50.050.01, Working Remotely, 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 Family and Medical Leave – State HR Policy 60.000.15, Federal Family and Medical Leave, or an applicable collective bargaining agreement.
 - (i) Oregon Family and Medical Leave – State HR Policy 60.000.03, Oregon Family and Medical Leave, or an applicable collective bargaining agreement.
 - (j) Paid Leave Oregon – State HR Policy 60.000.04, Paid Leave Oregon, or an applicable collective bargaining agreement.
- (2) 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.
 - (n) Employee Health and Wellness – State HR Policy 50.010.06, Employee Health and Wellness, or an applicable collective bargaining agreement.
- (3) The following are additional options the state is authorized to offer to employees (under ORS 243.105 to 243.302):
- (a) Insurance Benefits
 - (b) Dependent Care Flexible Spending Account
 - (c) Health Care Flexible Spending Account
 - (d) Long Term Care Insurance
 - (e) Employee Assistance Program