



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 184

To: Agency Human Resources and Payroll Managers

From: Madilyn Zike, Chief Human Resources Officer

Cc: Sandy Ridderbusch, Manager State Payroll Services

Date: October 12, 2015

Subject: Vacation Leave 60.000.05 Addendum

The Vacation Leave Policy 60.000.05 is amended as follows:

- Section (1)(l)(A)
 - Effective September 11, 2015, employees who complete six months of service are paid for unused vacation leave up to 300 hours upon separation from state service.
- Section (1)(k)(B)
 - Effective October 12, 2015, employees who have completed six months of service and accept an appointment to another agency, are allowed to transfer a maximum of 100 hours of vacation leave.
- Section (1)(i)(B)
 - Effective October 12, 2015, employee's in danger of losing accrued vacation leave in excess of 350 hours; may be approved for a cash payment up to 60 hours of accrued vacation leave, if granting vacation leave is not appropriate. Cash payout for accrued vacation leave is not allowed more than once in each fiscal year.

Except as set forth in this amendment, the Vacation Leave Policy 60.000.05 is unaffected and shall continue in force in accordance with its terms.

Questions should be directed to Bridget Otto at 503-373-7676.