



Oregon

Governor Kate Brown

Department of Administrative Services

Office of the Chief Human Resources Officer

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MEMORANDUM

To: Agency Heads and Agency Human Resources Directors

From: Madilyn Zike, Chief Human Resources Officer

Date: December 8, 2021

Subject: Addendum C – Special Leaves with Pay, 60.000.10

Emboldened and italicized text reflects revisions and additions to current policy language.

Policy Statement:

The Day of Leave (Governor's Leave) authorized by the Governor for use during the 2021 holiday season must be used by December 31, 2021.

Policy Authority: ORS 240.145 (3); 240.240; 240.250; 240.551

Applicability: All employees except temporary employees and employees represented by a collective bargaining agreement

Attachments: None

Policy Amendments

Effective December 8, 2021, Special Leaves with Pay policy 60.000.10 is amended as follows:

(3) Day of Leave

(b) Day of Leave may be taken by an employee employed on any working day from the day before Thanksgiving through December 31, 2021, subject to manager approval prior to the leave.

Questions should be sent to CHRO.Policy@oregon.gov.

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