

SUBJECT: Leaves without Pay	NUMBER: 60.000.11
DIVISION: Human Resource Services Division	EFFECTIVE DATE: 08/29/08

APPROVED: Signature on file with Human Resource Services Division

POLICY STATEMENT: It is the policy of the State of Oregon that an appointing authority or designated representative grant leave without pay in accordance with law or policy or when an employee's accrued leave is exhausted and the employee's absence will not seriously impact operations.

AUTHORITY: ORS 240.145(3); 240.240; 240.250; 240.551

APPLICABILITY: Classified unrepresented, management service, unclassified executive service and unclassified unrepresented employees

ATTACHMENTS: None

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

POLICY

- (1) Leave without pay is not granted until all appropriate accrued leave is exhausted. One exception allows an employee who is receiving short-term disability insurance benefits through the Public Employees' Benefit Board to maintain a balance of up to 40 hours of sick leave. Additional exceptions are provided by statute and in the following policies:
 - (a) State HR Policy 60.000.12 Statutorily Required Leaves with and without Pay
 - (b) State HR Policy 60.000.15 Family and Medical Leave
 - (c) State HR Policy 60.000.25 Military Leave
 - (d) State HR Policy 60.000.01 Sick Leave with Pay.
- (2) Leave without pay is not granted to an employee for employment outside of state service unless the appointing authority approves the employment as a benefit to the state.
- (3) The appointing authority may grant leave without pay for reasons not specified in this policy when the absence of the employee will not seriously impact the work of the agency.
- (4) Leave without pay over 15 consecutive calendar days affects an employee's recognized service date (RSD) and salary eligibility date (SED) by the total amount of calendar days the employee is on leave

without pay. For example, if the leave without pay is for 16 calendar days, the employee's RSD and SED adjusts by 16 days. The RSD and SED do not change for leave without pay for:

- (a) 15 calendar days or less
 - (b) Military leave
 - (c) Family and Medical Leave
 - (d) Workers' Compensation.
- (5) Leave without pay totaling 11 or more working days in a month affects an employee's PERS retirement calculation.

Performance Measure: Percentage of leaves without pay granted that are preceded by the exhaustion of appropriate accrued leave.

Performance Standard: 100%

Performance Measure: Percentage of leave without pay that has the documentation showing why leave was requested and why it was granted.

Performance Standard: 100%