

<b>SUBJECT:</b> Leaves without Pay	<b>NUMBER:</b> 60.000.11
<b>DIVISION:</b> Chief Human Resources Office	<b>EFFECTIVE DATE:</b> 2/01/2019

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

**POLICY STATEMENT:** It is the policy of Oregon state government 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:** Also refer to State HR Policy 10.000.01 Definitions

**POLICY:**

- (1) Leave without pay is not granted until all appropriate accrued leave is exhausted. 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
  - (e) State HR Policy 60.015.01 Temporary Interruption of Employment
- (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.