

**SUBJECT:** Alternative Leave Provisions

**NUMBER:** 60-000-20

**DIVISION:** Chief Human Resources Office

**EFFECTIVE DATE:** March 22, 2016

**APPROVED:**

**POLICY STATEMENT:** State agencies may grant alternative sick leave and vacation benefits to accomplish recruitment objectives.

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

**APPLICABILITY:** Management service and unclassified executive service employees

**ATTACHMENTS:** [Addendums](#)

**DEFINITIONS:** See State HR Policy 10-000-01

**POLICY**

- (1) Agency heads may consider alternative sick leave and vacation benefits as part of employment negotiations to provide additional incentives when recruiting a candidate outside of state government. The following leave alternatives shall be appropriate substitutes for standard leave provisions when an applicant provides documentation of prior salary or comparable benefits justifying the increased or advanced provisions.
  - (a) Sick Leave: An advance of up to 240 hours may be granted for immediate use during the first 30 months of employment. The hours may be drawn upon but not increased during this period.
  - (b) Vacation Leave:
    - (A) An increased rate of accrual may be granted at the rate of 11.34 hour per month to a maximum of 19.34 hours per month. Subsequent accrual rates may be increased to correspond with the standard leave accrual rates as outlined in State HR Policy 60-000-05, Vacation Leave.
    - (B) The hours may be eligible for immediate use upon supervisory approval.
    - (C) An advanced vacation benefit may be granted, not to exceed the hours accrued in the first year.
      - (i) The hours will be applied against the employee's accrual.
      - (ii) This vacation benefit may be used only once and only during the first year of employment.
      - (iii) This vacation benefit is transferrable to a receiving agency (see (4) below).
      - (iv) Upon separation during the first year of employment, the employee loses any hours advanced and not used or donated.
- (2) An agency must report to the CHRO when granting increased vacation rates. The report must include the employee's name and OR number, classification, working title, salary eligibility date, any prior alternative

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leave provisions awarded to the employee and a statement of justification. Multiple employees' alternative leave provisions may appear in the same report to the CHRO.

- (3) Exceptions to this policy shall be sent to the Chief Human Resources Officer at the Department of Administrative Services for approval.
- (4) If the employee transfers from the agency granting alternative leave provisions, balances may be transferred consistent with State HR Policy 60-000-05, Vacation Leave and 60-000-01, Sick Leave with Pay.
- (5) Other paid leave benefits are subject to State HR Policy 60-000-10, Special Leaves with Pay.