



**DEPARTMENT OF CORRECTIONS  
Human Resources**



<b>Title:</b>	<b>Special Leaves with Pay</b>	<b>DOC Policy: 20.8.3</b>
<b>Supersedes:</b>	<b>DOC Policy 20.8.3, "Special Leaves with Pay," dated 01/01/01</b>	
<b>Applicability:</b>	<b>Management Service and Executive Service employees; unclassified and classified unrepresented employees; exempt employees. Refer to applicable labor agreements for represented employees</b>	
<b>Directives Cross-Reference:</b>	<b>State Policy 60.000.10</b>	

**I. PURPOSE**

To describe the various types of leave that qualifies as paid leave.

**II. DEFINITIONS**

- A. Disaster means those disasters designated at level II and above by American Red Cross.
- B. Federal training year for the purpose of this policy is the period of time established each year by the Federal Government for military training purposes.

**III. POLICY**

The Department of Corrections recognizes that certain employee leaves are either directly or indirectly beneficial to the state and therefore qualify as paid leave.

A. Military Training Leave with Pay

An employee shall be granted military training leave with pay for a period not exceeding 15 calendar days or 11 work days in federal training year if the employee:

- 1. Has been employed with the State of Oregon or its counties, municipalities, or other political subdivisions for 6 months or more immediately preceding application for military leave;
- 2. Is a member of the National Guard or reserve component of the United States armed forces; and
- 3. Has provided advance written or verbal notice of the absence.

B. World, Pan American, or Olympic Event Training Leave with Pay

A leave-with-pay loan to participate in official training camps and competitions for World, Pan American, or Olympic events may be granted not to exceed 90

calendar days per calendar year. The conditions under which such a loan may be granted shall be in accordance with ORS 243.325-243.335.

C. Exceptional Performance Recognition Leave with Pay

An employee may be awarded performance recognition leave with pay in accordance with department Policy 20.2.1, Merit Pay, Section II., E., not to exceed 40 hours per fiscal year (July 1 through June 30).

D. Jury Service Leave with Pay

An employee shall be granted jury leave upon request. The employee may keep any money paid by the court for jury service.

E. Court, Legislative Committee, or Quasi-Judicial Body Witness Leave of Absence with Pay

An employee shall be granted court, legislative committee, or quasi-judicial body witness leave with pay if such appearance was required by subpoena or other direction by proper authority for matters other than officially assigned duties. The employee may keep any money paid.

Money received while performing officially assigned duties shall be department property unless the appearance was required during off-duty hours.

F. Search and Rescue Operation Leave with Pay

Leave with pay not to exceed 5 work days for each operation shall be granted if requested by a law enforcement agency; the Department of Transportation, Aeronautics Section manager; the United States Forest Service; or any local civil defense organization.

G. Red Cross Disaster Relief Services Leave with Pay

The department may grant leave with pay not to exceed 15 workdays to an employee to participate in disaster relief services in Oregon. To qualify for such leave the employee shall be certified disaster services volunteer of the American Red Cross.

H. Personal Leave with Pay

1. Personal leave with pay for 16 hours each fiscal year, not cumulative from year to year nor compensable in any form other than leave, shall be granted a permanent, full-time employee after completion of 6 months of state service. A part-time, job-share, or seasonal employee shall be granted such leave with the 16 hours prorated according to the forecasted number of hours to be worked during the forthcoming year when it is anticipated the employee will complete 1040 hours of service during the forthcoming fiscal year. The department may recover the value of personal leave time used by such employees who work less than 1040 hours during the fiscal year.

2. Unused personal leave shall be restored to an employee who separates and returns with the same fiscal year to a position covered by this policy and completes 1040 hours of employment. There is no recovery of used personal leave from permanent, full-time employees who may have separated from state service prior to completing 1040 hours of employment in the new fiscal year.
3. Unused personal leave shall be retained by an employee who accepts appointment in another state agency shall retain unused personal leave. There is no recovery of used personal leave from permanent, full-time employees who may have separated from state service prior to completing 1040 hours of employment in the new fiscal year.
4. An employee shall be eligible to use accrued personal leave for any period of absence from employment qualifying as family or medical leave under department Policy 20.8.4, Family and Medical Leave.
5. Personal Leave has no cash value upon termination, resignation, or retirement from state service.

I. Job Interview and Testing Leave with Pay

Leave with pay for job interviewing and testing for employment opportunities in state government may be granted by the supervisor, who will also determine the amount of time that is appropriate.

J. Pre-retirement Counseling Leave with Pay

Leave with pay for an employee to investigate and assemble a retirement program may be granted by the supervisor, for a period up to three and one-half (3½) days of leave within 3 years of the chosen retirement date.

**IV. POLICY CLARIFICATION**

- A. The Director should request approval for Exceptional Performance Recognition Leave for him or herself, with supporting rationale, from the Director of the Department of Administrative Services.
- B. Supervisors may request confirming documentation (military orders, training/drill schedule, or other official documents) for the absence prior to or upon completion of the military training leave.

**V. IMPLEMENTATION**

This policy will be adopted immediately without further modification.