



Oregon

Tina Kotek, Governor

Department of Administrative Services
Chief Human Resources Office

155 Cottage Street NE
Salem, OR 97301
FAX: 503-378-6879

MEMORANDUM

To: Agency Heads and Agency Human Resources Directors
From: Jessica Knieling, Chief Human Resources Office
Date: April 8, 2024
Subject: Addendum E - Special Leave with Pay, 60.000.10

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

Policy Statement:

As of January 1, 2024, the Executive Branch of state government modifies the Special Leave with Pay policy to expand the definition of family members.

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

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

Attachments: None

Policy Amendments

Effective January 1, 2024, Special Leave with Pay policy 60.000.10 is amended as follows:

DEFINITIONS: Family member: Includes the employee's spouse or domestic partner and the following:

- Parent (includes biological, adoptive, stepparent, foster parent, or legal guardian, or the parent of the employee's spouse/domestic partner, or the employee's parent's spouse/domestic partner, or in loco parentis)

- Child (includes biological, adopted, stepchild, or foster child; spouse/domestic partner's child, or the child's spouse/domestic partner; or a child for whom the employee stood in loco parentis)
- Sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner
- Grandparent or the grandparent's spouse or domestic partner
- Grandchild or the grandchild's spouse or domestic partner
- Members of the immediate household
- An individual who is related by affinity to the employee
- ***Any individual related by blood***

Also refer to State HR Policy 10.000.01, Definitions

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