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|-----------------------|---------------------------------|-----------------|-----|------------------------|---------------|
| <b>Policy Title:</b>  | Family and Medical Leave Policy |                 |     |                        |               |
| <b>Policy Number:</b> | DHS-060-040                     | <b>Version:</b> | 2.0 | <b>Effective Date:</b> | Upon Approval |

Signature on File in the Office of the Chief Administrative Officer

Jeremy Emerson, Interim CAO

Approved By: *DHS Chief Administrative Officer*

Date Approved June 2, 2009

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## Overview

**Description:** DHS has adopted the Department of Administrative Services (DAS) policy on Federal and Family Medical Leave Act and the Oregon Family Leave Act [60.000.15](#).

**Purpose/Rationale:** To inform DHS employees of the Federal and Family Medical Leave Act and the Oregon Family Leave Act and it's associated provisions.

**Applicability:** All DHS Staff

**Failure to Comply:** Failure to comply with this policy may result in disciplinary action up to and including dismissal from state service.

## Policy

DHS has adopted the following Family and Medical Leave policy.

- [DAS 60.000.15 Family and Medical Leave Policy](#)

## Procedure(s) that apply:

[DHS-060-040-01: Family and Medical Leave Procedure](#)

## Form(s) that apply:

[DHS 0113 – DHS Health Care Provider Certification form](#)

[DHS 0113E – Request for Family Medical Leave](#)

[DHS 0113i – Family Medical Leave Instructions for completing packet](#)

[DHS 0113Q – Family Medical Leave frequently asked questions](#)

[DHS 0046 – Request for Leave](#)

## Definition(s):

[See Administrative Policy Common Terms](#)

[See Office of Human Resources Common Terms](#)

## **Reference(s):**

Family and Medical Leave Training Website:

Log in [DHS Learning Center](#)

- click on "Courses & Registration" (on left side of screen)
- click on "Find a Course & Register"
  - > enter Keywords: "FMLA" - Search
- click on "Family Medical Leave Act Training (C00236)"

[HRSD State Policy 60.000.15 Toolkit](#)

## **Contact(s):**

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## **Policy History:**

- **Version 2.0:**  
6/2/09 – Adopted DAS policy
- **Version 1.0:**  
02/15/2008 – Initial Release