

Number: AS-PT-06-014

Issue Date: 10/12/2006

Authorized Signature

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: Procedure Update

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

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|------------------------|---|-------------|-----|
| Policy/Rule Title: | Hardship Leave Procedure | | |
| Policy/Rule Number(s): | DHS-060-015-01 | Release No: | 2.0 |
| Effective Date: | 9/29/2006 | Expiration: | |
| Web Address: | http://www.dhs.state.or.us/policy/admin/hr/060_015_01.htm | | |

Discussion/Interpretation: This revision clarifies the steps necessary to process requests for, and donations of, hardship leave for DHS employees.

Implementation/Transition Instructions: DHS Managers statewide need to share the existing Hardship Leave (management and represented) policies with the appropriate staff and then reference the updated procedure.

Training/Communication Plan: This procedure transmittal provides formal announcement of the update.

Local/Branch Action Required: DHS Managers are to review policy with staff.

Central Office Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS Human Resource Managers and Policy Team.

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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|--------------------|--|-------------|--------------|
| Contact(s): | Pat Bouchie | | |
| Phone: | 503-945-6664 | Fax: | 503-378-3689 |
| E-mail: | pat.bouchie@state.or.us | | |