

Number: AS-PT-07-001

Issue Date: 03/08/2007

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: _____

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Classified unrepresented, management service, unclassified executive service and unclassified unrepresented employees |

Policy/Rule Title:	Hardship Leave - Management Employees		
Policy/Rule Number(s):	DHS-060-014	Release No:	2
Effective Date:	March 8, 2007	Expiration:	
References:	Department of Administrative Services HRSD policy – 60.025.01		
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_014.htm		

Discussion/Interpretation: This DHS policy has been revised to reflect recent changes made to the Department of Administrative Services (DAS) governing policy. The DAS governing policy defines how state agencies can administer a donated leave program. Donated leave programs allow state employees to support other state employees in serious need through the donation of paid leave time

Implementation/Transition Instructions: DHS has adopted the DAS Donated Leave policy for the administration of a donated leave program. DHS will implement this policy immediately, and managers should share information with all impacted staff on the policy update.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. No training is planned or required.

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

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

Field/Stakeholder review: Yes No

If yes, reviewed by:

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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