




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Alternative Leave Provisions	HR_460_05
Supersedes:	HR_460_05, dated September 1, 2004	
Applicability:	Management service and executive service employees	
Reference:	State Policy 60.000.20	
Effective Date:	February 1, 2011	Approved: 

I. PURPOSE

To describe alternative sick leave and vacation benefits that may be granted to accomplish recruitment objectives.

II. POLICY

The director may grant alternative sick leave and vacation benefits to eligible employees appointed from outside Oregon state service where necessary to accomplish recruitment objectives.

A. The sick leave and vacation benefit alternatives are as follows:

1. At the time of appointment, an immediate eligibility for 30 working days (240 hours) of paid sick leave may be made available to be used during the first 30 months of employment. The 240 hours may be drawn upon but not increased during the first 30 months of employment.
2. Upon appointment, vacation leave may accrue at 11.34 hours per month to a maximum of 136 hours per year for the first 10 years of employment. After 10 years of employment, the accrual rate may be increased to correspond with the standard leave accrual rates.
3. Upon appointment, an immediate eligibility for 40 hours of vacation leave may be granted and hours used shall be applied against the appointee's annual (136 hours) vacation leave. This vacation benefit may be used only once and only during the first year of employment. In any event, a new appointee may take vacation as it accrues.

B. A leave alternative which has been granted shall be an appropriate substitute for standard leave provisions as long as the employee remains in the position to which originally appointed. If the employee leaves the original position, the director shall determine the appropriate vacation leave accrual rate and vacation and sick leave transfer balances consistent with department policy.