



Oregon

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MEMORANDUM

To: ODFW Employees
From: Curt Melcher, Director *Curt E Melcher*
Date: May 5, 2018
Subject: ODFW Addendum – DAS Policy 60.000.11 Leave Without Pay



The DAS Policy 60.000.11 Leave Without Pay provides information on use of sick leave. This policy is amended as follows for ODFW:

Sick and Disability Leave

1. The Human Resources Administrator shall grant sick/disability leave without pay for any job-incurred injury or illness after the employee has exhausted all accrued sick leave, vacation leave, and personal leave. The department will make the determination if the job incurred injury or illness also qualifies as family and medical leave under HR Policy 60.000.15, Family and Medical Leave. The sick leave without pay shall end upon request by the employee for reinstatement accompanied by a physician's certificate.
2. After all appropriate accrued leave has been exhausted, the Human Resources Administrator may grant leave without pay for a non-job-incurred injury or illness.
3. The department will make the initial determination if the non-job-incurred injury or illness also qualifies as family and medical leave HR Policy 60.000.15, Family and Medical Leave.
4. The Human Resources Administrator may require that the employee submit a certificate from the attending physician or practitioner in verification of the need for leave resulting from a job-incurred or non-job-incurred injury or illness. Any out-of-pocket cost associated with the supplying of a certificate concerning a job-incurred injury or illness that is not covered by Workers' Compensation benefits shall be borne by the department. Any out-of-pocket cost associated with the supplying of a certificate concerning a non-job-incurred injury or illness shall be borne by the employee. Failure or refusal of the employee to submit a certificate that clearly indicates a need to preclude the employee from the performance of duties may result in disciplinary action up to and including dismissal.
5. Prior to returning from an injury or illness related leave without pay, the supervisor and/or the Human Resources Administrator may require the employee to submit a release to return to work from an attending physician or practitioner.