



Oregon

Kate Brown, Governor

Department of Fish and Wildlife

Office of the Director

4034 Fairview Industrial Drive SE

Salem, OR 97302


(503) 947-6044

FAX (503) 947-6042

odfw.com

MEMORANDUM

To: ODFW Employees

From: Curt Melcher, Director 

Date: May 5, 2018

Subject: ODFW Addendum – DAS Policy 60.000.10 Special Leaves with Pay



The DAS Policy 60.000.10 Special Leaves with Pay states that management may grant a reasonable amount of time for a state government job interview or test. This policy is amended as follows for ODFW:

Job Interviewing and Testing Leave

1. Leave with pay for job interviewing and testing for employment opportunities in State government may be granted by the supervisor, who will also determine the amount of time that is appropriate.
2. Department paid time for job interviews or testing is only allowable if the job interview occurs during the employee's regular work hours.
3. Interview Leave used shall not count as time worked for the purposes of overtime.
4. The department shall not provide a state car or reimbursement for personal vehicle mileage, meals, and/or per diem for employees who travel for job interviews or testing.
5. For interviews for positions with non-State of Oregon organizations, approved leave time taken must be recorded on the timesheet against accrued vacation, compensatory, personal business leave or leave without pay or managed through an approved flexible schedule within the same workweek.