

Procedure Title:	Sick Leave With Pay				
Procedure Number:	DHS-060-017-01	Version:	1.0	Effective Date:	02/25/2002

DHS Chief Administrative Officer

02/25/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Note: Does not apply to Family Medical Leave Act or to Oregon Medical Leave Act

Step	Responsible Party	Action
1.	Employee	<p><u>Unscheduled Leave</u></p> <ul style="list-style-type: none"> Notify supervisor or designee before the start of your work shift or as soon as reasonably possible. Group home and institutional staff must notify the supervisor at least two hours before the start of the shift. <p><u>Scheduled Leave</u></p> <ul style="list-style-type: none"> For medical or dental appointments or to care for self or ill family members. Notify supervisor as soon as the need for leave is known. <p>Complete DHS 0046, Request for Leave form or in other electronic format and submit to supervisor for approval.</p>
2.	Supervisor	<p>Approve or deny request and sign form.</p> <ul style="list-style-type: none"> <u>If approved</u>, give form to payroll clerk and employee. <u>If denied</u>, return to employee and discuss reasons for denial.

Also see: [DAS Collective Bargaining Agreements](#)

Policy that applies:

[DHS-060-017, Sick Leave with Pay Policy](#)

Form(s) that apply:

[DHS 0046, Request for Leave](#)

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Procedure History:

- **Version 1.0:**
02/25/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

