

Procedure Title:	Exceptional Performance Recognition Leave with Pay				
Procedure Number:	DHS-060-028-01	Version:	1.0	Effective Date:	08/12/2002

DHS Chief Administrative Officer

08/12/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Supervisor/Manager	Submit to the Assistant Director: Detailed description of employee's extraordinary performance. Exceptional Performance Recognition Leave Request form DHS2113.
2.	Assistant Director	If recommended, sign request and return to Supervisor and send to Office of Human Resources (OHR) Administrator. If denied, notify the supervisor in writing of the decision and the reason for it.
3.	OHR Administrator	If recommended, sign the request and send to DHS Director. If denied, notify Assistant Director in writing of the decision and reason for it.
4.	DHS Director	If approved, sign and send the request to OHR Administrator and to Payroll for processing. OHR Administrator notifies supervisor/manager.
5.	Payroll	Send letter to employee describing leave and conditions of its use. File the original in the employee's payroll file. Maintain records of the amount of leave granted and used.

Policy that applies:

[DHS-060-028, Exceptional Performance Recognition Leave with Pay](#)

Form(s) that apply:

[DHS 2113, Exceptional Performance Recognition Leave Request](#)

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Procedure History:

- **Version 1.0:**

08/12/2002 Initial Release of these procedures accompanies release of the policy version 2.0.

Keywords:

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

