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

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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</table>
| 1.   | Employee          | Unscheduled Leave  
|       |                   | • 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.  
|       |                   | Scheduled Leave  
|       |                   | • 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.  
|       |                   | Complete DHS 0046, Request for Leave form or in other electronic format and submit to supervisor for approval. |
| 2.   | Supervisor        | Approve or deny request and sign form.  
|       |                   | • If approved, give form to payroll clerk and employee.  
|       |                   | • If denied, 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)