

**UNIVERSITY OF OREGON
MANDATORY UNPAID LEAVE PROGRAM
ELECTION SHEET 2009-2011**

Employee Name:

ID#:

Department:

TIERS: The number of mandatory unpaid leave days to be taken between October 1, 2009 and June 30, 2010 and between July 1, 2010 and June 30, 2011 corresponds to the base monthly salary tiers. Base salary rate does not include differentials or overtime pay.

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>
<u>Monthly base rate –</u> \$2,450 & below	<u>Monthly base rate –</u> \$2,451 to \$3,105	<u>Monthly base rate –</u> \$3,106 to \$5,733	<u>Monthly base rate –</u> \$5,734 and above
(\$14.14 and below)	(\$14.14 - \$17.91)	(\$17.92 - \$33.07)	(\$33.08 and above)
<u>Each year –</u> 4 days (32 hours)	<u>Each year –</u> 6 days (48 hours)	<u>Each year –</u> 7 days (56 hours)	<u>Each year –</u> 8 days (64 hours)

The default option in the SEIU collective bargaining agreement reduces employee pay equally each month from October 2009 through June 2010 by the percentage listed above that corresponds to the number of unpaid leave days to be taken during this period. **It is not necessary to complete a form to choose the default option.**

You may choose to “opt out” of the default option. If you select this option, you will have your pay reduced in the same month as you take your mandatory unpaid leave days. Each 8 hour leave day is the equivalent of a 4.6% reduction in monthly pay. To take this option, please check and sign below.

I understand that I am choosing to reduce my pay in the same month as I schedule my mandatory unpaid leave days. That month’s pay will be reduced by the full amount of unpaid leave taken in that month. Each 8 hour leave day is the equivalent of a 4.6% reduction in monthly pay.

ACKNOWLEDGEMENT:

During the week(s) I take my approved mandatory unpaid leave day(s), I understand:

- I will not perform any work on my leave day unless specifically authorized by management; if unapproved, time worked may result in disciplinary action. Time worked includes but is not limited to checking email or voicemail via any device.
- In addition, if I am an FLSA exempt employee my FLSA status will be recognized as non-exempt rather than exempt.
- I will follow any additional conditions outlined in policy or collective bargaining agreements.

If I separate from university service during this period of time, I understand that I will not be paid for leave days taken under this agreement. I also understand that if I change positions within the campus resulting in a move to a new tier, I will assume the responsibility of that action, which may include additional leave day(s). I will complete my timesheet each month noting the leave days appropriately.

Employee Signature:

Date:

Original: Supervisor
CC: Employee; Joan Walker, HR