

Authorization for Transfer of Leave Form Vacation and/or Comp-time Hours

Article 40, Section 8 of the SEIU local 503, OPEU agreement or Article 24, Section 5 of the GCIU agreement allows for transfer of vacation and/or compensatory hours from one employee to a co-worker who has exhausted all accumulated leave. (Academic employees are not eligible to donate accrued vacation to represented employees.) By signing this form, the donating employee is authorizing the University to reduce his/her vacation/compensatory account by the number of hours stipulated. The sick leave account of the employee receiving the donated time will be increased accordingly.

Name of Donor: _____

Dept: _____

UO ID No: _____

Number of Hours Donated: _____
(must be in two-hour blocks)

Name of Recipient: _____

Dept: _____

Please read carefully, sign, and forward to department payroll section.

I wish to donate the amount of vacation/compensatory leave listed above to the named recipient. I agree to the stipulations of the SEIU local 503, OPEU agreement, Article 40, Section 8, or GCIU agreement, Article 24, Section 5 below. I understand that any leave which I donate and remains unused cannot be recovered.

Signature of Donor: _____

Date: _____

Article 40, Section 8 of the SEIU local 503, OPEU agreement:

Section 8. Hardship Leave. These provisions shall apply for the purpose of allowing employees within the bargaining unit at each university to irrevocably donate accrued vacation leave or compensatory time for use by eligible university bargaining unit recipients as sick leave. For purposes of this agreement, hardship leave donations will be administered under the following stipulations and the terms of this Agreement shall be strictly enforced with no exceptions.

(A) The recipient and donor must be regular employees of the university/college.

(B) The Employer shall not assume any tax liabilities that would otherwise accrue to the employee.

(C) Use of donated leave shall be consistent with those provisions found under Section 2 of this article.

(D) Applications for hardship leave shall be in writing and sent to the university's Human Resource Unit and accompanied by the treating physician's written statement certifying that the illness or injury will continue for at least thirty (30) days following donee's projected exhausting of the accumulated leave. Donated leave may be used intermittently.

(E) Donations shall be credited at the recipient's current regular hourly rate of pay. Donations shall be used to reimburse the university for such costs as are incurred for insurance contributions pursuant to Article 24-Insurance unless health insurance payments are mandated under the Family Medical Leave Act (FMLA).

(F) Accumulated leave includes but is not limited to sick, vacation, personal, and compensatory leave accruals.

(G) Employees otherwise eligible for or receiving Workers' Compensation, or on parental leave will not be considered eligible to receive donations under this agreement.

Article 47, Section 14(c) of the SEIU local 503, OPEU agreement:

. . . Employees who retain vacation leave will not be eligible for the hardship leave program under Article 40 section 8 until they have exhausted such vacation leave along with all other accumulated leave.

Article 24, Section 5 of GCIU agreement:

Section 5 Hardship Leave. Each Institution will allow employees to make irrevocable donations of accumulated vacation leave or compensatory time to a coworker in that Institution. Hardship leave donations will be administered under the following stipulations and shall be strictly enforced with no exceptions.

- (a) The recipient and donor must be regular employees of the Institution.
- (b) The Employer shall not assume any tax liabilities that would otherwise accrue to the employee.
- (c) Use of donated leave shall be consistent with the other Sections of this Article.
- (d) Applications for hardship leave shall be in writing and sent to the Institution's Human Resource Department and accompanied by the treating physician's written statement certifying that the illness or injury will continue for at least thirty (30) days following donee's projected exhausting of the accumulated leave. Donated leave may be used intermittently.
- (e) Accumulated leave includes but is not limited to sick, vacation, personal, and compensatory leave accruals.
- (f) Donations shall be credited at the recipient's current regular hourly rate of pay.

Donations shall be used to reimburse the Institution for such costs as are incurred for insurance contributions pursuant to Article 8 for which the recipient is eligible to receive as a result of his/her use of donated hardship leave.

- (g) Employees otherwise eligible for or receiving workers' compensation, or on parental leaves will not be considered eligible to receive donations under this agreement.