

## SEIU/Teamsters/UO PA Hardship Leave Donation Form

University of Oregon – Human Resources  
677 East 12th Ave., Ste. 400 – 5210 University of Oregon  
Eugene OR 97403-5210  
541-346-3159 – fax: 541-346-2548

### Employee Information

Employee Name: \_\_\_\_\_ UO ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Employee Donation Information

I have read and understand Article 40, Section 8 of the Classified OPEU/SEIU and Oregon's Public Universities Collective Bargaining Agreement or Article 24, Section 5 of the Teamsters Local Union #206 Labor Agreement, or Article 33, Section 6 of UO Police Association for which I am donating. I voluntarily agree to irrevocably donate accrued vacation leave or compensatory time for use by an eligible university bargaining unit employee as sick leave.

*(Unclassified employees are not eligible to donate accrued vacation to union represented employees.)*

I understand the following:

- If the recipient listed below passes away or otherwise fails to exhaust donated leave for the purpose for which it was donated, the unused leave will be pooled for use by future eligible university bargaining unit employees who qualify for hardship donations. (Excluded Teamsters)
- Donations shall be credited at the recipient's current regular hourly rate of pay.
- My donation is irrevocable.

Name of Recipient: \_\_\_\_\_

\*I understand that my donation may go to eligible recipients other than the recipient listed here and that my donation is irrevocable.

Department: \_\_\_\_\_

Number of Hours to be donated (must be in two-hour blocks):

Vacation Hours: \_\_\_\_\_ Compensatory Hours: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Please read carefully and sign. Submit **only once** to Human Resources in one of the following ways:

scan/email to [HRLeaves@uoregon.edu](mailto:HRLeaves@uoregon.edu); fax to 541.346.2548; send through campus mail.

### **SEIU local 503, OPEU – Article 40; Section 8. Hardship Leave**

These provisions shall apply for the purpose of allowing employees represented by SEIU Local 503 at each university to irrevocably donate accrued vacation leave or compensatory time for use by eligible SEIU Local 503 represented university employees as sick leave. If a hardship donation recipient dies or otherwise fails to exhaust donated leave for the purpose for which it was donated, the unused leave will be pooled for use by future recipients. 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.

### **Teamsters Local Union #206 - Article 24, Section 5: Hardship Leave**

Each Institution will allow employees within the bargaining unit to make irrevocable donations of accumulated vacation leave or compensatory time for use by eligible bargaining unit recipients in that Institution as sick leave. Hardship leave donations will be administered under the following stipulations and shall be strictly enforced with no exceptions.

### **UO Police Association – Article 33; Section 6. Hardship Leave**

These provisions shall apply for the purpose of allowing employees within the bargaining unit to irrevocably donate accrued vacation leave or compensatory time for use by eligible University bargaining unit employees as sick leave. If a hardship donation recipient dies or otherwise fails to exhaust donated leave for the purpose for which it was donated, the unused leave will be pooled for use by future recipients. 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.