4G. **Hardship Leave**

A practice whereby employees may donate accrued vacation and sick leave to another employee who has exhausted accumulated paid leave due to an employee's medical emergency or one of a family member (as defined by the IRS: parent, spouse, or child) that would otherwise cause the employee to take unpaid leave or terminate employment. A "medical emergency" is defined as a medical condition of the employee that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available including benefits from Paid Leave Oregon.

- Any employee with accrued time may donate.
- Donations are strictly voluntary.
- Donations must be in blocks of one hour, with a maximum donation of one half of any accrued sick leave and an unlimited amount of accrued vacation leave.
- Donations will be made on a case-by-case basis for a specific person or incident.
- Requests and donations will be accepted through the Human Resource office.
- If donations exceed the need, surplus donations will be returned to the donors in reverse order of donation.
- Requests for Hardship leave donations must be for a minimum combined total of 40 hours (for a single event or illness) only after using all accrued paid leaves. Anything less than 40 hours being deemed not a hardship. Hardship leave may not exceed a maximum of 12 weeks.

<u>Procedure</u>
An employee in crisis who has exhausted all accrued paid time (administrative leave, holiday pay, sick leave, vacation leave, compensatory time, and Paid Leave Oregon benefits) may make an application for emergency leave donations. Requests must be made as soon as possible.

1. Applications must be in writing on a pre-prepared form available from the Human Resource Department.
2. Applications must be signed by the employee's supervisor to assure that the leave itself has been processed through the supervisor before the employee submits a request for emergency leave donations.
3. The employee shall include on the application their name, department, and at least a brief description of the hardship, which will be circulated to departments along with the donation forms.
4. The HR Department will notify the employee and supervisor of the amount of donations received and the consequent status of paid leave.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.