



# OREGON DEPARTMENT OF FISH AND WILDLIFE

## DONATED/HARDSHIP LEAVE

### FACT SHEET

- ❖ Employees who meet the eligibility requirements for donated hardship leave outlined in DAS Policy 60-025-01, DAS Policy 60-000-10, and/or SEIU Collective Bargaining Agreement Article 56, Section 8, and Article 57 (Bereavement Leave) may request donated leave prior to or during leave without pay status. Note that Bereavement Leave is a maximum of 40 hours of donated leave.
- ❖ Employees are to use Workday to request to receive donated leave or donate leave to coworkers that have been approved for donated leave. Refer to the Workday job aid titled [Absence Hardship Leave, Requesting & Donating](#).
- ❖ **It is strongly recommended to consult with the appropriate provider to discuss the pro's and con's of receiving donated hardship leave while also receiving short-term disability (The Standard (800) 842-1707) or PERS disability retirement (PERS (800) 768-7377) payments.**
- ❖ Payroll will send out an initial email requesting donations each time a required medical certification or, if applicable, recertification (to extend the duration of leave) has been received and authorized by Human Resources.
- ❖ Donations will be converted and applied to the recipient's account in the order received. Priority will not be given to employees who are "in danger of losing" leave.
- ❖ All available leave must be exhausted each month prior to using donated leave.
- ❖ Donated Hardship leave will be coded on timesheets as "DH."
- ❖ If additional donations are needed, within the authorized request period, Payroll will send out a follow up email on or about the 5<sup>th</sup> of the current month to be applied toward the prior month's leave.
- ❖ If an employee receives more leave donations than needed for the current month and continues to qualify for donations, excess leave donation forms will be held and processed as needed.
- ❖ Donated Hardship leave will not be applied to a month that payroll has closed.
- ❖ While the agency can request hardship donations if an employee is in LWOP status, the intent is not to allow an employee to choose when to use donated leave and go in and out of leave without pay. **Example:** Eligible employee receives 120 donated hours and asks to use 30 hours in July and retain 90 for use in the month of August. The employee must use the hours donated and request additional hours for any qualifying subsequent months.
- ❖ Regular status and trial service employees may be eligible to receive up to forty (40) hours of donated leave to be used consecutively for bereavement leave.
- ❖ Medical certification is required to be provided along with requesting the Hardship Donated Leave in Workday. The medical certification must describe the illness/injury and anticipated length of absence and certify that the illness/injury will continue for at least 15 consecutive days following the projected exhaustion of accumulated leave and the total leave is at least 30 consecutive calendar days of absence in combination of paid and/or unpaid leave.
- ❖ Insurance Coverage - Donations must cover **no** less than 80 regular paid hours in the month to be eligible for insurance coverage. The employee is still responsible for paying their portion of the core premiums and their optional insurance premiums. If an employee is not covered under FMLA or ACA and the employee does not receive enough donated hardship leave, the process for COBRA may be initiated.
- ❖ For more information on Hardship Donated Leave refer to the SEIU Collective Bargaining Agreement Article 56, Section 8, Article 57 (Bereavement Leave), DAS Policy 60-025-01 (Donated Leave), DAS Policy 60-000-10 (Special Leaves with Pay), or the DAS Temporary Interruption of Employment Addendum A. For specific questions on the application of Hardship Donated Leave qualifications or provisions, please contact Human Resources or your assigned Payroll Technician.