



## City of Eugene Emergency Leave Donation Program FAQ Revised 2/11/22

### 1. Is there more than one Emergency Leave Donation Program?

Not currently. The City had established a leave donation program for each of Oregon's declared Major Disaster Emergencies, the COVID-19 and the Oregon Wildfires and Straight-Line Winds disasters. The Wildfire Leave Donation Program has now sunset and unused leave has been returned to donating employees. IRS rules require donations be made and received based on a specific emergency declaration.

### 2. I've spoken with my supervisor about alternatives, but it looks like I need to be off work due to COVID-19 and I don't have enough leave of my own. How do I request Emergency Leave Donations?

Please complete/sign the appropriate leave donation request form below and follow instructions on the form. Email completed forms to the Employee Resource Center (ERC) at [BenefitsStaff@eugene-or.gov](mailto:BenefitsStaff@eugene-or.gov), or use one of the other options listed on the form.

[Emergency COVID-19 Leave Donation Request Form Regular Employee](#)

[Emergency COVID-19 Leave Donation Request Form - Temp Employee](#)

Please contact ERC Benefits Staff if you are unable to complete the form or have difficulties accessing the form.

### 3. How much leave can I request from the Donation Program?

Regular, Limited Duration, and Recreation Activity Employees: You can request up to 160 hours of donated sick leave (or four-week equivalent if you work something other than a 40-hour week).

City Temporary Employees: You can request up to 40 hours of donated leave for hours you were scheduled to work.

### 4. If I am unable to access PeopleSoft and receiving donations, how should my timesheet be coded?

Either your timekeeper or supervisor will Request an Absence for you in PeopleSoft. Regular, LD, and RAE employees will have the hours coded as Sick Leave and City Temporary Employees will have hours coded as Temp Additional Leave, along with the leave reason **COV-19 Related Absence**. We will handle the rest on the ERC side.

### 5. I would love to donate leave to my co-workers...how do I do that?

Thank you for your generosity! There is currently a pause on accepting new donations to the programs. We will notify employees if there is a future need for additional donations.

### 6. If I've already donated to the Emergency Leave Donation Program can I ask to move that donation to a Catastrophic Leave Donations program instead?

Donations cannot be transferred between leave donation programs.

**7. What happens to the unused leave remaining in an Emergency Leave Donation Program?**

Any unused leave remaining in an Emergency Leave Donation Program at the end of the emergency period defined in the applicable Policy will be returned to leave donors as outlined in the Policy.

**8. Where can I get more information?**

Policies, forms and FAQs are available from home or work on the Employee Benefits website at [www.eugene-or.gov/EmployeeBenefits](http://www.eugene-or.gov/EmployeeBenefits). You can also contact ERC Staff at [BenefitsStaff@eugene-or.gov](mailto:BenefitsStaff@eugene-or.gov).