



## City of Eugene Emergency Leave Donation Program FAQ Revised 9/16/20

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

Yes. The City has 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. 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 one of the declared emergencies (COVID-19 or Oregon Wildfires) 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 email it 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](#)  
[Emergency Oregon Wildfires Leave Donation Request Form](#)

Forms submit best using Internet Explorer. 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?

You can request up to 80 hours of donated sick leave (or two-week equivalent if you work something other than a 40-hour week).

### 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 using Sick Leave and the appropriate leave reason (**COV-19 Related Absence or Wildfire 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?

Please complete/sign the appropriate Emergency Leave Donation Form below and email it to the Employee Resource Center (ERC) at [BenefitsStaff@eugene-or.gov](mailto:BenefitsStaff@eugene-or.gov). And thank you for contributing to the Wellbeing of your co-workers!

[Emergency COVID-19 Leave Donation Form](#)  
[Emergency Oregon Wildfires Leave Donation Form](#)

Forms submit best using Internet Explorer.

### 6. When will my donated leave be deducted from my accrual bank?

Your leave donation will be deducted in the pay period in which you submit your donation.

**7. I already donated Sick Leave. Can I also donate Vacation Leave?**

Yes! You may donate up to one year's annual accrual from each leave type for which you have accruals: Vacation, Sick, Shift Holiday, PTO, and/or Be Well Day.

**8. Can I donate to more than one Emergency Leave Donation Program?**

Yes! However, the maximum allowed donation is up to one year's annual accruals for each leave type across both Major Disaster Leave Programs. For example, if you accrue 96 hours of sick leave in a year, you can donate up to a total of 96 hours of sick leave accruals to the Oregon Wildfires and the COVID-19 leave donation programs combined. The same applies for all types of leave the employee chooses to donate.

**9. If I've already donated to one Emergency Leave Donation Program can I just ask to move that donation to the other program instead?**

Donations cannot be transferred between major disaster leave donation programs. If you wish to donate to both programs, you may donate from a different leave accrual if you have not yet donated up to one year's annual accrual for that leave type.

**10. How many times can I donate?**

ERC staff would prefer to only process one leave donation form per Emergency Leave Donation Program per donating employee. However, you can donate as many times as you would like as long as you only donate up to one year's annual accrual for each type of leave across both Major Disaster Leave Programs.

**11. 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.

**12. 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).