



Policy Title: Temporary COVID-19 Leave Donation Program

Revisions effective 11/24/20

Purpose: To provide Regular, Limited Duration, and Recreation Activity City Employees an opportunity to assist co-workers who are impacted by COVID-19.

Scope: Applies to all City of Eugene Regular, Limited Duration, and Recreation Activity Employees who will exhaust leave balances due to COVID-19-related temporary workplace changes, school or childcare closures, medical care for themselves or others, or other COVID-19-related reasons.

Policy Statement: In an effort to limit economic hardship to employees due to the COVID-19 outbreak, the City of Eugene is establishing a temporary COVID-19 Leave Donation Program. While this policy is in effect, if a Regular, Limited Duration, or Recreation Activity Employee is impacted by COVID-19 and has exhausted all paid leave, the employee will be eligible to request COVID-19 Leave Donations for up to 160 hours of paid time off for employees who work 40 hours a week, and prorated to reflect average hours worked in a four week period for part-time employees and those who work a schedule other than 40 hours a week. This policy and the leave donation program will be in effect from 3/15/20 through 60 days following the end of the declared COVID-19 National Emergency, re-evaluated as necessary, and may be terminated at any time. Seven days' notice of early termination of this policy and program shall be provided; termination of the policy and program shall not be grievable or bargainable.

Policy Procedure: From 3/15/20-11/23/20, all Regular, Limited Duration, and Recreation Activity Employees were able to donate sick, vacation, PTO, Shift Holiday and Be Well Day leave they had accrued to the City's COVID-19 Leave Donation Program for use by other eligible employees.

Effective 11/24/20, a pause will be placed on accepting new donations unless leave donation requests will exceed the COVID-19 Emergency Leave Bank available balance. Employees will be notified if new donations are needed.

Employees whose leave banks will be exhausted due to COVID-19-related temporary work place changes, school or child care closures, medical care for themselves or others, or other COVID-19 related reasons, can request a leave donation through the COVID-19 Leave Donation Program while the program is in effect.

Eligibility for COVID-19 Temporary Leave Program Donations

Donating Employee: If the pause on new donations is lifted, the donating employee may donate vacation, PTO, Shift Holiday, and Be Well Day leave, and must have at least 160 hours of cumulative accrued leave (or the equivalent of 4 weeks of leave for those working a schedule other than 40 hours a week) after the donated hours are removed. Donating

employees can donate up to one year's worth of accruals from each leave bank. For example, if the employee accrues 96 hours of sick leave in a year they can donate up to 96 hours of sick leave to this program. The same applies for all types of leave the employee chooses to donate.

Receiving Employee: The receiving employee must meet the following criteria:

- A. The employee must be on leave due to the COVID-19 outbreak;
- B. The employee must have exhausted all accumulated leave;
- C. The employee must have had a conversation with their supervisor exploring options of remote work, alternative schedule and reduced hours and determined that these options will not alleviate the need for a negative leave balance; and
- D. The employee must not be receiving workers compensation benefits, long-term disability benefits or PERS/OPSRP disability retirement benefits.

Process

Upon the creation of this program, an all-City email will be sent to employees informing them of this program and the process to donate and request hours. The City will create a pool of leave donations that will be used to address employee requests for COVID-19 Leave Donations.

Receiving employee: The employee or the employee's representative requesting a COVID-19 Leave Donation must complete a COVID-19 Leave Donation Form, which will be available online. Donations can be requested, when possible, before the employee fully runs out of available leave balances.

All COVID-19 Leave Donation requests will be reviewed and approved by the Employee Benefits Program Staff in the Employee Resource Center in consultation with the employee's supervisor.

Donating Employees: If future donations are needed, employees who wish to donate accrued time under this policy will submit a COVID-19 Leave Donation Form to the Employee Resource Center, which will be made available online. Employees will specify the number of leave hours, by leave type, that they wish to donate to the COVID-19 Leave Donations pool. Total hours donated by leave type to all major disaster leave donation programs combined cannot exceed one year's worth of leave accruals for the leave type being donated. Donations cannot be transferred between major disaster leave donation programs.

Donated hours will become part of a COVID-19 Leave Donations pool. When the temporary work place changes are ended and the program is terminated, any remaining hours in this pool will be redistributed to employees who donated, proportionate to their donation as a percentage of the total Donation pool.