



Policy Title: Temporary Oregon Wildfires Leave Donation Program

Purpose: To provide Regular and Limited Duration City Employees an opportunity to assist co-workers who are impacted by the Oregon Wildfires and Straight-Line Winds major disaster.

Scope: Applies to all Regular and Limited Duration City Employees.

Policy Statement: In an effort to limit economic hardship and provide paid time off for employees who have been impacted due to the declared major disaster, the City of Eugene is establishing a temporary Oregon Wildfires Leave Donation Program. This program allows Regular and Limited Duration employees to donate leave to a bank for use by other employees who have exhausted their leave balances and have been adversely affected by the major disaster.

Policy Procedure: Regular or Limited Duration employees adversely affected by the Oregon Wildfires and Straight-Line Winds major disaster who have exhausted all paid leave may request up to 80 hours of paid time off, or prorated to reflect average hours worked in a two week period for employees who work a schedule other than 40 hours a week. After exhausting their own leave balances, receiving employees impacted by the disaster may use donated leave to maintain pay and benefits for time off work or to restore negative leave balances or unpaid leave previously coded due to the Oregon Wildfires and Straight-Line Winds major disaster.

This policy and the leave donation program will be in effect from 9/8/20 to 12/31/20, re-evaluated as necessary, and may be terminated at any time. Seven days' notice of termination of this policy and program shall be provided; termination of the policy and program shall not be grievable or bargainable.

Per IRS guidelines, an employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or a family member of the employee that requires the employee to be absent from work.

The definition of family member is the same as defined under the City's sick leave and Oregon Sick Time policy.

Eligibility for Temporary Oregon Wildfires Leave Program Donations:

Donating Employee: The donating employee may donate accrued sick, 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.

Employee may donate up to one year's worth of accruals from each leave bank for all major disaster leave donation programs combined. 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, or up to a total

of 96 hours 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.

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

- A. The employee must be on leave due to the Oregon Wildfires and Straight-Line Winds major disaster;
- 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 or leave without pay;
- D. The leave must be used for purposes related to the major disaster; and
- E. 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 Oregon Wildfires Leave Donations.

Receiving Employee: The employee or the employee's representative requesting donations from this program must complete an Oregon Wildfires 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 Oregon Wildfires 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: Employees who wish to donate accrued time under this policy will submit an Oregon Wildfires Leave Donation Form, which will be available online, to the Employee Resource Center. Employees will specify the number of leave hours, by leave type, that they wish to donate to the Oregon Wildfires 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.

Donations will be deducted from the donating employee's accrued leave balance in the pay period they are donated. Donated hours will become part of an Oregon Wildfires Leave Donations pool. When this 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.