



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject*

**Hardship Leave**

*Section – Policy Number:*

**D: Personnel Management – 3.4**

*Supersedes:*

**I-D-3.4 (12/04)**

*Effective Date:*

**07/16/2007**

*Date of Last*

*Review/Revision:*

**None**

**Related Standards and References:**

- Department of Administrative Services, Human Resource Services Division (DAS-HRSD);  
60.000.01 ([Sick Leave with Pay](#))  
60.025.01 ([Donated Leave](#))
- Applicable Collective Bargaining Agreements ([AFSCME Local 191](#), [SEIU](#))
- OYA form: [YA 2302](#) (Hardship Leave Transfer Authorization)  
[YA 2303](#) (Hardship Leave Distribution)

**Related Procedures:**

- None

**Interpretation:**  
Employee Services

**Approved:**

Robert S. Jester, Director

**I. PURPOSE:**

This policy outlines the parameters for OYA staff to donate leave on behalf of another staff.

**II. POLICY DEFINITIONS:**

None.

**III. POLICY:**

The OYA values its staff and recognizes that, on occasion, a staff may face an extended or catastrophic illness or injury and exhaust all accumulated leave. This policy describes the parameters of donating leave on behalf of another staff.

#### IV. GENERAL STANDARDS:

##### A. Criteria

###### 1. Represented staff

The applicable Collective Bargaining Agreement establishes the criteria for hardship leave.

###### 2. Management staff

Management staff requesting hardship leave will refer to DAS Policy 60.025.01 for guidance.

##### B. Benefits

1. Any staff may voluntarily donate accrued vacation leave or compensatory time in increments of one hour or more to an eligible staff's sick leave account, based on the conversion of the donor's salary rate to sick leave hours at the recipient's salary rate.

2. The donor may not recover any donated leave once it has been applied to the recipient's sick leave account.

3. With approval, donated leave may be provided to staff in other state agencies.

##### C. Process

1. Applications for hardship leave will be in writing to central Employee Services and include an explanation of the event or situation qualifying for hardship leave. A written statement from the staff's Healthcare Provider must be submitted to assist Employee Services to determine if hardship leave is approved.

2. Upon approval of hardship leave, central Employee Services will send written notice (form YA 2303) to the person requesting assistance and his/her Supervisor/Manager.

a) Central Employee Services will notify designated staff (as determined by the recipient) of the establishment of a hardship leave bank.

b) Staff wishing to donate leave must provide a signed authorization (form YA 2302) to central Payroll specifying the number of hours to be donated and the recipient's name.

c) Donated hours will be transferred from the donor's authorized leave and applied to the recipient's sick leave balance when the recipient has exhausted all of their

available authorized leave to ensure continuous paid leave for the recipient.

- d) Donations will be applied in the order the donations were received.
- e) If donations exceed the total number of hours needed, unused leave will remain in the donor's account.

**V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**