Payroll:
Donated Leave

State of Oregon
Employment Department

Requesting Donated Leave

1) Employee has exhausted all accrued paid leave and needs additional leave due to a medical condition.

- Employee notifies Supervisor or Union Steward requesting donated leave.

- If Union Steward is contacted, Steward will notify Supervisor of request.

- Supervisor may request supporting documentation per Sick Leave, Article 56 "Certification of an attending physician or practitioner may be required by the Agency to support the employee's claim for sick leave if the employee is absent in excess of seven (7) days, or if the Agency has evidence that the employee is abusing sick leave privileges."

- Eligibility for donated leave must also meet all other requirements of Sick Leave, Article 56.
- Request for donated leave need only be made one time per month.
- Request needs to be renewed each month the employee qualifies for leave donations.

2) Supervisor approves eligible Leave Without Pay in the TIME system.
   - Supervisor indicates reason for leave in the comment section of the leave request and will contact their Human Resource Analyst and the employee if leave is not approved.

3) Supervisor sends (and copies the union steward) an e-mail to: PAYROLL.OED_PAYROLL@oregon.gov or OED__Payroll

   - E-mail must include employee's name and approximate number of hours needed.

4) Payroll adds employee's name to the Donated Leave list in the TIME system.

5) An automated e-mail is sent every Tuesday to all Agency staff, reminding them to donate leave, if interested. An additional automated e-mail is sent on the last day of the calendar month as a final reminder.
   - Donators may only donate vacation time or comp time to employees on the Donated Leave list.
   - Employee's name will remain on the list for the entire calendar month.

6) Donated leave will only be applied in the calendar month donated. (Donations cannot be made for any previous months.)

7) Donated leave adjustments will be made by Payroll at 4:30pm the day timesheet are due for the 2nd payroll run for the month. Employees who did not receive full pay due to Leave Without Pay and who received donated leave to cover their reported Leave Without Pay, will receive the additional funds on a mid-month check.

Donating Leave

Donated leave will only be seen and managed in TIME.

- Employees will not see donated leave in Workday: Absences.
- If you have donated leave to an employee your leave balance may be out of balance in Workday until the next State Wide leave accrual process runs to update leave balances from OSPA (system of record for leave)
- State Wide Leave Accrual Process runs between the 10th - 13th of each month
- Donated Leave will transition to Workday, no ETA