



**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 (07/07)**  
**I-D-3.4 (12/04)**

*Effective Date:*

**02/01/2021**

*Date of Last*

*Revision/Review:*  
**None**

**Related Standards and References:**

- Department of Administrative Services, Chief Human Resources Office (CHRO), statewide policy:: 60.000.01 ([Sick Leave with Pay](#))  
 60.025.01 ([Donated Leave](#))  
 60.000.10 (Special Leaves with Pay)
- Applicable Collective Bargaining Agreements (AFSCME Local 191 Article 34, SEIU Article 56)
- [OYA form](#): YA 2302 (Hardship Leave Transfer Authorization)  
 YA 2303 (Hardship Leave Distribution)


**Related Procedures:**

- None

**Policy Owner:**

Human Resources Manager

**Approved:**

  
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 Joseph O'Leary, 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:**

OYA values its staff and recognizes that, on occasion, a staff member or an employee's eligible family member may face an extended or long-term health conditions or injury and exhaust all employee's accrued leave. OYA staff demonstrate support to their fellow employees in many ways, which includes offering to donate leave in hardship circumstances.

For bereavement donated leave, refer to DAS CHRO policy 60.000.10. This policy describes the parameters for donating leave on behalf of another staff.

#### IV. GENERAL STANDARDS:

##### A. Criteria

1. A regular represented staff may be eligible to receive donated leave to seek treatment for a serious health condition which is expected to last at least 15 consecutive calendar days after the staff has exhausted all accrued leave, and the total leave is at least 30 consecutive calendar days of absence. A physician/practitioner's written statement is required.
  - a) The applicable Collective Bargaining Agreement establishes the criteria for hardship leave. OYA allows regular staff to make donations of accumulated compensatory time (sick leave, vacation, personal and compensatory leave accruals) to be used by recipients as sick leave at the recipient's current hourly rate of pay.
  - b) Staff receiving or eligible for receiving worker's compensation will not be eligible to receive donations.
2. Management staff requesting hardship leave will refer to DAS CHRO policy [60.025.01 Donated Leave](#) for guidance.

##### B. Process

1. Requests for hardship leave must be in writing to Central Office Human Resources and include an explanation of the event or situation qualifying for hardship leave. The request may be submitted by the staff who is in need, or if they are unable a family member or other responsible party can submit the request on their behalf. A written statement from the staff member's healthcare provider or health care provider certification form must be submitted to assist Human Resources in determining whether hardship leave is approved.
2. Upon approval of hardship leave, Central Office Human Resources will send written notice (form YA 2303) to the person requesting assistance and the person's supervisor/manager.
  - a) Central Office Human Resources 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 Office 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.
- f) With approval of both agencies, donated leave may be provided to staff in other state agencies by completing the Interagency Donate Leave Transfer form (PD625).

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