

The purpose of donated vacation leave is to assist eligible employees with additional leave through donations by eligible co-workers. To qualify for leave donation, an employee must meet the eligibility requirements for one or more of the following protected leaves:

- Family Medical Leave Act (FMLA)
- Oregon Family Leave Act (OFLA)
- Oregon Paid Leave

Donated leave may be used to provide paid protected leave that would otherwise be unpaid but may not extend the length of protected leave entitlement. In exigent circumstances, the City Manager may approve leave donations after all protected leave has been exhausted.

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave for the hours paid for by these salary continuation benefits.

Vacation leave is the only leave eligible for donation. Donated hours will not be processed in any amount greater than that which is needed to fulfill the regular pay for the pay period, will not be used as overtime compensation, and will not be added to the employee's leave bank for future use.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment and will not be utilized in an employee's final payout due to separation for any reason.

The employee receiving donated leave must:

- Meet protected leave eligibility requirements.
- Have exhausted all forms of accrued leave and not be on, or eligible for, disability leave or pay.
- Submit a request for donated leave to Human Resources.

The employee donating leave:

- Must submit an authorization form indicating the desire to donate to Human Resources.
- Must retain a minimum of 40 hours of vacation leave.

Donated time will be applied to the recipient in the order the donations are received; it is possible that not all donated time will be needed by recipient. Unused leave will be returned to the donor.

Supplemental Forms:

Leave Donation Request

Leave Donation Authorization Form