

Procedure Title:	Hardship Leave				
Procedure Number:	DHS-060-015-01	Version:	2.0	Effective Date:	10/02/2006

DHS Chief Administrative Officer

10/02/2006

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee	The employee on medical leave contacts Human Resources (HR), Supervisor or Shop Steward either by phone, in person, or in writing, requesting information on how to apply for hardship leave donations.
2.	Human Resources, Supervisor or Shop Steward	Provides employee a hardship leave packet including what is needed and where to get the appropriate forms.
3.	Employee	Completes and signs the appropriate request forms. (The request only needs to be signed by the employee and HR.) Provides medical documentation. Submits information to HR.
4.	Human Resources	<ul style="list-style-type: none"> Reviews the request for appropriate documentation. Reviews payroll leave accrual records. Approves or denies request. Notifies employee, Payroll, and Supervisor of decision and if denied, the reason. <p>If approved, completes the letter of notification to DHS and sends All Universe E-mail to other employees to donate leave.</p>
5.	Payroll	Process employee donations. Convert the donated time (vacation or compensatory time) into sick leave for the recipient. Notify supervisor of the amount of converted sick leave available for use.
6.	Employee/union steward/ employee representative	When an employee has exhausted the donated leave and will continue to be out for the same medical leave. The employee/union steward or employee representative may request and submit an additional request for donations be

		sent out when the need exceeds the number of hours originally requested or donated. (Refer to step 4, 5 and 6). If the employee/union steward or employee representative is unaware of the amount of donated leave accruals available, he/she may request this information from the direct supervisor.
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Policy that applies:

[DHS-060-015, Hardship Leave - Represented Employees](#)

Also see: [DHS Hardship Leave FAQ's](#)

Form(s) that apply:

MSC 114A, Hardship Leave Request - [PDF](#), [Word](#)

MSC 114B, Hardship Leave Transfer Authorization - [PDF](#), [Word](#)

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Procedure History:

- **Version 2.0:**
10/02/2006 Process clarification revision.
- **Version 1.0:**
02/25/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)