

Hardship Leave

Frequently Asked Questions:

#1. What is Hardship Leave?

Also known as Donated Leave, Hardship Leave is the type of leave used when state employees donated their accrued vacation leave or compensatory time to another employee who is out on approved medical leave and qualifies for hardship leave donations.

#2. How do I qualify for Hardship Leave?

You must be a regular employee of DHS with an illness or injury.

The illness or injury must continue for at least 30 days.

The illness or injury also must continue for at least 15 days beyond your projected date for exhausting all accumulated leave.

#3. How do I apply for Hardship Leave?

Submit a [DHS Hardship Leave Request Form](#) with a treating physician's written statement that your illness or injury will continue for at least 15 days after the projected exhaustion of your accumulated leave. The total leave must exceed 30 days. [See Policies & Procedure.](#)

#4. Am I eligible for Hardship Leave while on Parental Leave?

No, unless your physician certifies that there is a serious health condition involved with the pregnancy and you are unable to work.

#5. Can I receive Hardship Leave if I am eligible for or receiving Workers Compensation?

No. The collective bargaining agreement states "Employees otherwise eligible for or receiving Workers' Compensation will not be considered eligible to receive donations".

#6. Am I eligible for Hardship Leave to care for a sick family member?

Yes, if it is medically necessary for you to perform assigned duties and your presence is required because of illness or injury. The family member's treating physician must provide a written statement certifying that your attendance upon the family member is required.

#7. Which Family members are included?

Family members, in this instance, include you or your spouse's immediate family or the equivalent of each for domestic partners. It includes:

Parent

Wife

Husband

Children

Brother

Sister

Grandmother

Grandfather

#8. Am I eligible to receive short-term or long term disability while I am using donated leave?

Yes and No. Contact your payroll representative for clarification.

#9. Does the person who gets the donated leave know who donated it?

No. The information is confidential.

#10. How is the leave converted from different pay rates?

The dollar value or rate of pay of the donor's time is what determines the number of hours converted for use by the donee.

#11. Can management employees donate time to Represented Employees and vice versa?

Yes.

#12. What happens to the donated leave if it is not all used?

Only the amount of time projected to be needed is accepted as donated leave.

Policy and Procedure(s):

[Hardship Leave Policy - Represented Employees](#)

[Hardship Leave Procedure](#)

Form(s):

DHS 2109, Hardship Leave Request - [PDF](#), [Word](#), [Wordperfect](#)

DHS 2110, Hardship Leave Transfer Authorization - [PDF](#), [Word](#), [Wordperfect](#)

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