The provisions of Article 40, Section 8, of the SEIU Local 503, OPEU, Collective Bargaining Agreement, as of the date of this form, apply for the purpose of allowing employees to donate accrued vacation leaves for use by eligible recipients as sick leave. Oregon Tech will allow employees to make *irrevocable* donations of accumulated vacation to a coworker who is also party to the Bargaining Agreement. For purposes of this agreement, hardship leave donations will be administered under the following stipulations and the terms of the agreement shall be strictly enforced with no exceptions.

- The recipient and donor must be regular represented employees of Oregon Tech.
- The employer shall not assume any tax liabilities that would otherwise accrue to the employee.
- Employees otherwise eligible for or receiving workers' compensation, short or long-term disability, or on parental leave that does not qualify under Family Medical Leave Act and/or Oregon Family Leave Act will not be considered eligible to receive donations under this agreement.
- Should the donated leave not be exhausted for the purpose for which it was donated, the unused leave will be pooled for use by future recipients.

Pursuant to Article 40, Section 8 of the SEIU Local 503, OPEU Collective Bargaining Agreement, I agree to voluntarily and irrevocably donate my vacation hours as indicated below:

Name of Recipient: _____ *(Please print)*

Name of Donor: _____ *(Please print)*

Number of vacation hours donated: _____ *(whole numbers only)*

Number of comp time hours donated: _____ *(whole numbers only)*

Signature of Donor: _____
A typed signature is valid when this form is emailed from the donor.

Date: _____

☐ *Only by marking this box do I give HR permission to disclose my name to the recipient.*

Return this form to Human Resources using <u>one</u> of the following methods:
In person: Klamath Falls Campus – Snell 107
Via email: sarah.henderson@oit.edu
Fax: 541-851-5200
Via mail: Oregon Tech Attn: Human Resources
               3201 Campus Drive, Snell 107
               Klamath Falls, OR 97603