

HEA Application for Donated Personal Days

Personal Leave Bank Application Criteria:

An applying HEA member must have a critical illness or injury and have used all available paid leave days (sick leave days and personal days).

Application Process:

To begin the application process, all of the following materials must be sent to the HEA President. You may FAX (503-645-5948) or send by interoffice mail the required documentation.

- a. The member must provide a brief description of the reason for your need. **Please write reason below.** Applications will be anonymous and great detail is not needed.

- b. The member must complete an HSD Leave Request form. Check the box marked "other" and write in "sick". Please attach HSD Leave Request form.
- c. The member must verify from the HSD payroll department that you have used all of your available paid leave. **Please initial here if you have verified that you have used all of your available paid leave:** _____

Approval Process:

Once an application for extended sick leave days has been received (items a, b, and c), the HEA president verifies that the member has used up all sick leave and personal days. Then the HEA Executive Board will review the request. If approved, the request will be assigned an identification number and the general membership solicited for Personal Day donations.

How Personal Days Are Donated:

The HEA president will send interested members the Personal Day Donation Waiver Form, which outlines the process. Members may choose to donate one full day or one half day of Personal Leave. They have to fill out both a HSD Leave Request form and the Personal Day Donation Waiver Form available from the HEA office and website. When Leave and Waiver of personal day hours are returned to HEA, the HSD payroll department will be notified and the donated hours credited to the applicant.

*Because the donation of personal days to the "extended sick leave bank" is voluntary on the part of members, there is no guaranteed number of days available for use by members. Donated days will be case specific. The maximum number of days that may be donated to any one member is 45. All contributions of personal leave days are irrevocable once assigned. An applicant wishing to solicit days must be willing to submit a brief description of her/his need when applying for donations. Member's name, site and personal specifics are kept confidential. This bank is for the extension of a **member's sick leave only** and does not apply to any other contract leave agreement. (See page 19 of the contract.)*

If you have any questions, call your HEA President at 503-645-6776.