

**EEA/4J Personal Leave Relief Fund**  
**~ Guidelines ~**

The Eugene Education Association manages the paid Personal Leave Relief Fund for EEA bargaining unit members. The purpose of the Personal Leave Relief Fund is to provide financial assistance when a unit member's family member is experiencing a catastrophic circumstance and the unit member has exhausted all available paid leave. It is a voluntary program.

All paid personal leave days contributed to the Personal Leave Relief Fund shall be deducted by the District from the contributor's personal leave account at the time of the contribution. Such contributions are irrevocable and shall remain in the Personal Leave Relief Fund.

**A. Membership**

1. Personal Leave Relief Fund participation is voluntary for members of the EEA bargaining unit. Only members participating in the Personal Leave Relief Fund may benefit from the Fund.
2. To become a participating member of the Personal Leave Relief Fund, a bargaining unit member must donate one personal leave day from contract section 8.3 at his/her current FTE to the Fund.
3. Once a unit member uses a Personal Leave Relief Fund day, the unit member must again contribute one personal leave day from contract section 8.3 at his/her current FTE to the Fund to maintain membership in the Personal Leave Relief Fund.
4. Initial applications for membership will be submitted in writing using the Personal Leave Relief Fund Transmittal Agreement Form.
5. The annual open enrollment period will be strictly enforced. The annual open enrollment period shall be from the first day that teachers report through the last business day in September.
6. EEA bargaining unit members hired after the open enrollment period will have 30 days from date of employment to enroll in the Personal Leave Relief Fund or must wait until the next open enrollment period.
7. EEA bargaining unit members may, at retirement or separation, donate one additional day to the Personal Leave Relief Fund.
8. Bargaining unit members who decline to participate in the Personal Leave Relief Fund forfeit their right to be part of the Fund.
9. Individuals returning to bargaining unit status by transfer from administrative positions or reemployment shall satisfy the same membership requirements as described in (6) above.
10. A maximum of six hundred (600) Personal Leave Relief Fund hours a work year can be used for all unit members. If the Association and District agree to more than six hundred hours (600) in a year or if there are insufficient hours in the Personal Leave Relief Fund at the time of request, the District and Association may agree on more hours. The cost of the additional Personal Leave Relief Fund hours will

be paid by reducing the District transfer to the insurance reserve fund in the collective bargaining agreement section 6.9, by an amount equal to the cost of the additional hours.

11. Members may be asked to donate one day of personal leave annually.
12. All paid personal leave days contributed to the Personal Leave Relief Fund shall be deducted by the District from the contributor's personal leave account, at the time of the contribution. Such contributions are irrevocable and shall remain in the Fund.

**B. Qualifications and Process for Use of Personal Leave Relief Fund**

Personal Leave Relief Fund hours shall be granted to provide financial assistance when a unit member's family member is experiencing a catastrophic circumstance and the unit member has exhausted all available paid leave. Catastrophic circumstances include the unit member's necessary care of a family member experiencing events such as life threatening illness, major surgery or debilitating illness or injury, which would result in the employee being on leave without pay for more than five (5) work days. District and Association representatives will jointly and collaboratively manage the Personal Leave Relief Fund.

1. Before a Personal Leave Relief Fund member can be eligible to use Fund hours, the member must have:
  - a. Used all individual accumulated paid sick leave hours.
  - b. Used all individual paid personal leave hours for that year.
  - c. Used all accumulated paid personal leave hours.
  - d. Been on unpaid leave for five (5) days. If Fund hours are granted, the five (5) unpaid days will be retroactively reimbursed.
2. Process for Requesting Use of Fund Hours
  - a. The member must submit a Personal Leave Relief Fund application to the Personal Leave Relief Fund Committee.
  - b. The member must submit a brief description of the catastrophic situation and family member relationship.
  - c. The member may be asked to submit a physician's statement describing the nature of the family member's crisis.

**C. Review of Cases**

1. Final Decision
  - a. All requests shall be reviewed and a final decision made by the Personal Leave Relief Fund Committee. All decisions made by the Personal Leave Relief Fund Committee are non-precedent setting.
2. Abuses of Personal Leave
  - a. The EEA members of the Personal Leave Relief Fund Committee have no standing authority to make a determination of abuse of personal leave.
  - b. Allegations of prior personal leave abuse shall not influence decisions of the Personal Leave Relief Fund Committee. Only a documented case of abuse (i.e. disciplinary action applied, admission of abuse, etc.) shall be considered by the Committee in its decision.
3. Confidentiality
  - a. The Personal Leave Relief Fund Committee shall take all necessary steps to insure confidentiality.

**D. Limitation and Distribution of Hours**

1. Initial requests will be addressed by the Personal Leave Relief Fund Committee after receiving and reviewing the completed Request for PLRF Days Form and accompanying personal statement. The Personal Leave Relief Fund Committee will, at its discretion, determine the granting of days.
2. Initial days, prorated according to the member's current FTE, will not be granted until the member's own available paid leave is exhausted.
3. Extending of granted days may be requested, if needed, by submitting an additional Request for PLRF Days Form to the Committee. Additional days granted are subject to Committee review.
4. The maximum number of Personal Leave Relief Fund days a unit member can use in a work year is fifteen (15).
5. The maximum number of Personal Leave Relief Fund days a unit member is eligible to use in her/his district career is thirty (30).
6. Any previously awarded unused personal leave hours will be returned to the Personal Leave Relief Fund.
7. The maximum number of personal leave hours granted in an academic year by the Personal Leave Relief Fund shall be 600 and can only be increased by mutual agreement of the District and the Association.
8. Suspension of review procedures listed above is subject to the discretion of the Personal Leave Relief Fund Committee.

**E. Forms and Guidelines**

1. Available at the EEA Office and on the EEA website: <http://www.eugeneteachers.org/>.
2. Forms include: Transmittal Agreement Form, and the Request for PLRF Days Form.

**F. Reporting/Reviewing Procedures**

1. The Committee shall provide Association members with an annual report of Personal Leave Relief Fund activity.
2. The Committee will be responsible for informing the members, 4J Human Resources, and 4J Financial Services of the Committee's decisions.
3. The Committee shall provide the District with a list of Personal Leave Relief Fund contributors and users and a copy of the established rules. The District will honor withdrawals from the Fund upon proper certification by the Association.

**G. Retirees**

1. Bargaining unit members who have retired from 4J and are rehired into a position under the terms of Article 19 are not eligible to access the Personal Leave Relief Fund.

**2017 - 2020 Collective Bargaining Agreement Language**

**APPENDIX C**

**PERSONAL LEAVE RELIEF FUND:** The Association and District will establish and manage a Personal Leave Relief Fund (PLRF) for active EEA bargaining unit members. The purpose of the PLRF is to provide financial assistance when a unit member's family member is experiencing a catastrophic circumstance and the unit member has exhausted all available paid leave. Catastrophic circumstances include the unit member's necessary care of a family member experiencing events such as life threatening illness, major surgery or debilitating illness or injury, which would result in the employee being on leave without pay for more than five (5) work days.

The Association and District will jointly and collaboratively manage the PLRF.

This agreement will continue unless either the District or Association gives one year notice of termination.