



MEMORANDUM OF UNDERSTANDING

Oregon University System Administrative Rule 580-021-0040 (5), below, provides for an unearned sick leave advance to provide salary continuance for up to 90 calendar days of absence due to illness. As sick leave is earned, it shall replace any sick leave advanced until all advanced time is replaced with earned time.

I am requesting an advance of sick leave due to an extended absence. I understand that I will be required to exhaust my accrued sick leave prior to the use of any advanced sick leave. I also understand that if I terminate employment with OIT prior to replacing advanced sick leave with earned sick leave, my final paycheck will be adjusted for the “borrowed” leave that I have not “repaid.” I also understand that I am subject to all policies and procedures related to the documentation of leave and return to work, including but not limited to the federal Family Medical Leave Act and the Oregon Family Leave Act.

Employee Name (print): _____

Employee signature: _____ Date: _____

Dates of Leave: _____ Total Hours Advanced: _____

Supervisor: _____ Date: _____

Provost / VP: _____ Date: _____

Human Resources: _____ Date: _____

cc: Payroll Office

OAR 580-021-0040 (5) Unearned Sick Leave Advance. The purpose of this section is to provide salary continuance for up to 90 calendar days of absence due to illness through a combination of accrued and advance sick leave. Each full-time academic staff member is entitled to receive a sick-leave-with-pay advance as needed to provide the difference between sick leave earned as of the onset of the illness or injury and 520 hours; part-time staff are eligible to receive a sick-leave-with-pay advance proportional to FTE to provide the difference between sick leave earned as of the onset of the illness or injury and a prorate of 520 hours. As sick leave is earned, the amount shall replace any sick leave advanced until all advanced time is replaced with earned time. No more than a 520-hour sick leave advance is available during a seven-year period that begins with the first sick leave advance. More than one sick leave advance is possible as long as the total advance does not exceed 520 hours during a seven-year period. Sick leave that may have been advanced, but unused, cannot be considered for purposes of computing retirement benefits. Academic staff on fixed term appointment cannot receive an advance that extends beyond the end date of the fixed term appointment except upon written approval of the institution president or designee.