

**MEMORANDUM OF AGREEMENT**  
between  
**THE EUGENE SCHOOL DISTRICT 4J**  
and  
**THE EUGENE EDUCATION ASSOCIATION**

The Eugene School District 4J, hereinafter the District, and the Eugene Education Association, hereinafter the Association, enter into this agreement on terms for catastrophic leave bank which will be added to Article 8 of the collective bargaining agreement.

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. The terms of the PLRF operational agreement are attached as an item for information.

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

IT IS SO AGREED this 18 day of June, 2008.

For the Association

Paul E. Duchin      2006.09  
Paul Duchin and Merri Steele      Date  
Co-Presidents

Jeff Jackson      200609  
Jeff Jackson      Date  
UniServ Consultant

For the District

Charles Martinez, Jr.      6/18/08  
Charles Martinez, Jr.      Date  
Board Chair

Ted Heid      6/19/08  
Ted Heid      Date  
Director of Labor Relations

## **Personal Leave Relief Fund (PLRF) • Joint Draft • 04/29/08**

The Association and District will establish and manage a Personal Leave Relief Fund (PLRF) for active EEA bargaining unit members under the following terms. 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.

- District and Association representatives will jointly and collaboratively manage the PLRF.
- In order to be eligible for the PLRF, the unit member must have exhausted all other available paid leave.
- Unit member participation in the PLRF is voluntary. Only unit members who contribute to the fund under the terms of this agreement and who are on paid leave status when their eligibility will begin may benefit from the PLRF. Retired unit members are not eligible for the PLRF.
- Reference to the number of personal leave and PLRF days is a full day without regard to the FTE of a contributor or user. However, the contributions, bank record and withdrawals are all done by hours. The contribution and use of personal leave and PLRF days are based on the unit member's FTE at the time of the contribution and use.
- To be eligible for PLRF days, a unit member must contribute a contract section 8.3 personal leave day to the PLRF bank. The initial opportunity for contribution shall be as soon as can be arranged. Thereafter, the 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. Only one day a year can be contributed by a unit member. A newly hired unit member can join the PLRF by completing the form to contribute a personal leave day within 30 days of hire. A unit member may, at retirement, donate one additional personal leave day.
- A family member is as defined under Federal and State FMLA/OFLA laws.
- The maximum number of PLRF days a unit member can use in a work year is fifteen (15) and the maximum number of PLRF days a unit member is eligible to use in her/his district career is thirty (30).
- Once a unit member uses a PLRF day, the unit member must again contribute a personal leave day to the PLRF bank to continue eligibility for PLRF.
- A maximum of six hundred (600) PLRF 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 PLRF bank at the time of request, the District and Association may agree on more hours. The cost of the additional PLRF 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.
- An applicant will submit a brief description of the catastrophic situation and family member relationship. The District and Association will work collaboratively to determine whether or not the situation meets the eligibility requirements for the PLRF.
- Once the number of days is approved and the appropriate paperwork is submitted, the payment will be processed in the next appropriate payroll retro to the first day of unpaid leave resulting from the request.
- This agreement will continue unless either the District or Association gives one year notice of termination.