Eugene Education Association - 4J

Personal Leave Relief Fund Bank

Transmittal Agreement

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 hours 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.

Joining the Personal Leave Relief Fund Bank: 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.

Maintaining membership: 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.

Additional Contributions: Bargaining unit members may contribute one day annually.

Retirees: Unit members may contribute one personal leave day prior to PERS retirement

I would like to donate one day to the Personal Leave Relief Fund:

Name (print) _____

Last 4 Digits of your Social Security Number _____ 4J Employee Number _____

Work Site _____ Work site phone # _____

FTE _____ E-mail _____ @ 4j.lane.edu

Signature _____

Date _____

Return this form to: **EEA • 2815 Coburg Road • Eugene • OR • 97408 (via US Mail)**

or

EEA (via District Intra-school Mail)