

**Letter of Agreement between Western Oregon University (WOU) and Western Oregon
University Federation of Teachers (WOUFT)
March 3, 2021**

This Letter of Agreement addresses Article 25 of the collective bargaining agreement between WOU and WOUFT (CBA) concerning the Donated Leave Bank and memorializes an understanding between WOU and WOUFT related to administration of the article. Specifically, this Letter of Agreement intends to resolve questions concerning the maximum donation of sick leave possible by a single faculty member who is leaving regular university employment. This Letter of Agreement represents the collaborative and common understanding of the above-named parties.

WHEREAS, Article 25 of the CBA creates a donated leave bank to which WOU faculty may donate sick leave time for the use of other faculty who have exhausted their own leave; and

WHEREAS, Article 25 of the CBA memorializes certain rules for participation in and the administration of the donated leave bank; and

WHEREAS, WOU has established a practice of permitting faculty to donate a maximum of eight (8) hours of sick leave time once per year unless the donated leave bank is low on total hours.

NOW AND THEREFORE, WOU and WOUFT agree as follows:

- 1) Participation in the donated leave bank requires donation of a minimum of eight (8) hours; and
- 2) WOU will continue to allow faculty to donate a maximum of eight (8) hours one time annually, unless the bank falls below 1040 total hours; and
- 3) Should the donated leave bank fall below 1040 total hours, WOU will notify the union and faculty of the status of the bank and permit faculty a one-time opportunity to donate a maximum of eight (8) hours to increase the total hours of the bank; and
- 4) Any faculty member separating from university employment may donate up to a maximum of five hundred and twenty (520) hours of sick leave at the time of separation from regular full-time employment (e.g., non-renewal; retirement; resignation; or layoff); and
- 5) The terms and conditions of Article 25 of the CBA remain as written and will apply as written.

On behalf of the University:

On behalf of the Union:

Date:

Date: