

## Tips for Reporting your AAUP DSLB Hours.

If you have an ongoing need for medical leave tied to a serious health condition or ADA accommodation please use either the [FMLA/OFLA Leave Request Form](#) or the [Request an accommodation](#) links to make an official request.

If you have an active leave record and have been approved for use of AAUP DSLB hours, payroll will proactively apply AAUP DSLB hours as needed to any qualified leave taken.

Payroll will apply all available hours of your own accrued sick leave first and then apply DSLB hours.

AAUP DSLB hours will show on your pay stub as **LW1 - LvWPay**. If you have questions about your remaining balance please email [aaupsickleavebank@pdx.edu](mailto:aaupsickleavebank@pdx.edu) to get the latest information.

If you do not have an ongoing need for leave you must use the request form for each payroll period in which you will be requesting use of AAUP DSLB hours. You also need to designate on the form the dates you intend to use AAUP DSLB hours. HR should receive your request prior to payroll processing.

When reporting of AAUP DSLB hours on your Monthly Leave Report, please use the **LW1 - Other Paid Leave** code. Use the comments field to indicate the hours as “**AAUP DSLB.**” Your request for AAUP DSLB hours must be approved and on file with HR prior to use on your monthly leave reporting.

Hours reported as Vacation on your monthly leave report will be ineligible for conversion to AAUP DSLB hours. Please report all qualifying absences as Sick Leave Taken and/or **LW1 - Other Paid Leave** using the comments field to indicate the hours as “**AAUP DSLB.**”

If you have questions, please feel free to reach out to [Jack Dorkey](#) at either [aaupsickleavebank@pdx.edu](mailto:aaupsickleavebank@pdx.edu) or 503-725-9640.