**Request to Donate Vacation/Personal Leave**

**Purpose:** This form is used for an employee to request donation of their vacation/personal time to another employee who has been approved to receive a transferred leave.

**Name**: **Department**:

I voluntarily request a transfer of:

 hours of my vacation time

 **(must be in four-hour increments)**

 and/or

 hours of my personal leave time

 **(must be in four-hour increments)**

 and/or

 hours of comp time – *hourly employees only*

 **(must be in four-hour increments)**

This request is for:

 (Employee’s name who will receive the transfer)

I understand that in the event that the total number of hours transferred to this employee exceeds the need, a pro-rated share of the transferred hours will be returned to me.

I understand that I may not transfer more than the following hours per calendar year under the leave transfer policy:

* 40 hours for employees that work a traditional 40-hour work week
* 56 hours for Twenty-Four Hour Fire Employees
* 42 hours for EMS Employees assigned to the Pitman schedule.

Employee’s Signature Date

Immediate Supervisor’s Approval Date

City Manager’s Approval Date

**Return form to Human Resources for Payroll Processing**