

## Vacation Donation Contribution

Refer to the Administrative Policy: [Vacation Donation Program](#) and corresponding Procedure: [Requesting/Donating Paid Leave for Civil Service/Labor-Represented Staff](#).

### Part One – Donating Employee’s Information

Name		Empl ID	
Email			
Employee Receiving Donation (Please print)		Number of Hours to be Contributed (8 hour increments)	

I understand my contribution is voluntary and non-refundable, and will only be taken from my vacation accrual if it is needed by the employee mentioned above. I understand a minimum of eight (8) hours of accrued vacation time is required and my annual vacation balance will be decreased by the amount contributed. I understand my contribution is not tax deductible and is confidential.

Donating Employee’s Signature	Date
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