



VACATION LEAVE APPLICATION & DONATION FORM

Name: _____

___ Requesting Leave ___ Donating Leave to: _____

Effective Date of Leave: _____ Date of Return to Work: _____

Donated Vacation Leave is to assist any eligible employees with additional leave through the donation of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as hardship by the City Manager or designee. An employee may receive a donation only when he/she meets the following eligibility criteria:

- Is a full-time employee and has been employed with the City for at least one-year and has received satisfactory performance evaluations; and
- Meets the eligibility requirements for the Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA); and
- May not be receiving any type of retirement disability, short-term disability or long-term disability insurance or other supplemental income; and
- Has exhausted all accrued sick leave, compensatory time, floating and vacation leave; and
- Has submitted a request for donated leave to their Department Head or designee indicating reason and anticipated amount of lost work time.

The Donating Employee:

- Must complete and submit to the City Manager or designee, a designated for with the Department Head approval, indicating the desire to donate; and
- May donate up to a maximum of 40 hours of vacation time per calendar year but must retain a minimum of 40 hours vacation leave.

Any decision by the City Manager or designee regarding Vacation Leave Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage.

Employee's Signature

Date

Department Head's Signature

Date

City Manager's Approval

Date

FINANCE/PAYROLL REVIEW

Vacation Accrual Balance: _____ Balance after donation: _____

Reviewed by: _____