

Maternity Leave Donation Memo

_____, an employee in the Department of _____, has requested vacation leave and earned compensatory time donations under our Maternity Leave Donation Program, and she meets the conditions of this program. If you wish to donate vacation leave and/or earned compensatory time, please complete the form below and return to your Agency HR Contact.

Maternity Leave Donation Form

To be eligible to donate vacation/compensatory leave:

- Only four (4) hour increments of time may be donated.
- Must not have solicited nor accepted anything of value in exchange for the donation.
- Must have remaining to his/her credit at least 40 hours of accrued vacation leave, after donating vacation leave. Earned compensatory time can be donated completely-leaving a zero balance.

Name of employee I am contributing to: _____

I am donating _____ whole hours (increments of 4) of vacation hours and/or _____ whole hours (increments of 4) of earned compensatory time.

I understand my vacation leave balance and/or earned compensatory time will be decreased by the hours I am donating and that my vacation leave and/or earned compensatory time shall be irrevocably credited to the recipient's leave account.

Signature: _____

Employee ID number: _____

Witness' Signature: _____

Date: _____