



# Leave Donation Form – MSA and PeopleSoft Payroll Systems

## Instructions

- Any full-time regular, part-time regular and term-limited temporary employee who receives vacation and/or sick leave accruals, may donate a portion of his or her accrued vacation and/or sick leave to another full-time, part-time regular and term-limited employee.
- If your Collective Bargaining Agreement (CBA) allows donations of other types of leave, use this form to document the donations and follow your CBA.
- The applicable CBA or the Personnel Guidelines establish the minimum required balance to donate, the maximum amount of leave that can be donated, how the donated leave may be used, and how your donation will be processed.
- The donating employee may not donate more vacation leave than he or she has accrued.
- All donations of vacation and/or sick leave made are strictly voluntary. Employees are prohibited from soliciting, offering or receiving monetary or any other compensation or benefits in exchange for donating vacation or sick leave hours.
- **All of the above provisions are subject to King County Code 3.12.223, Personnel Guidelines 14.6 (D) and applicable CBAs. Please contact your department payroll representative for further information.**

### 1) To be completed by the donating employee

Name of employee donating leave: \_\_\_\_\_ Union name: \_\_\_\_\_ Non-rep

Department/Division: \_\_\_\_\_ Paid:  5th & 20th each month  Every other Thurs.

Number of accrued leave donated: Vacation hrs: \_\_\_\_\_ Sick hrs: \_\_\_\_\_ Other hrs & type (per CBA): \_\_\_\_\_

Name of employee receiving donated leave (recipient): \_\_\_\_\_

Recipient's department/division: \_\_\_\_\_

Donating employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

The recipient may be notified of your donation. If you wish to remain anonymous, check here

### 2) Forward to donating employee's payroll/human resource representative for completion

Donating employee's payroll/HR representative: \_\_\_\_\_ Mail stop: \_\_\_\_\_

Donating employee's rate of pay: \$ \_\_\_\_\_ PeopleSoft Payroll ID Number: \_\_\_\_\_

Donating employee's department director or designee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3) Forward to recipient's payroll/human resource representative for completion

Recipient's PeopleSoft Payroll ID Number: \_\_\_\_\_ Union name: \_\_\_\_\_ Non-rep

Department/Division: \_\_\_\_\_ Mail stop: \_\_\_\_\_ Paid:  MSA  PeopleSoft

Donating employee's rate of pay: \$ \_\_\_\_\_ Converted dollars: \$ \_\_\_\_\_

Recipient's rate of pay: \$ \_\_\_\_\_ Converted hours: \_\_\_\_\_

Notes: \_\_\_\_\_

Recipient's department director or designee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date donation entered into payroll: \_\_\_\_\_

Date donation converts back: \_\_\_\_\_

### 4) Forward completed form to Payroll Operations and a copy to the donating employee's payroll/human resource representative