

OFFICE OF HUMAN RESOURCES MANAGEMENT

DONATION OF VACATION HOURS - King County MSA Payroll System

Any full-time regular, part-time regular, and temporary employee who is employed at least half-time and receives VACATION LEAVE accruals, may donate a portion of his/her accrued VACATION LEAVE to a full-time regular employee, part-time regular employee or temporary employee who is employed at least half-time and receives VACATION Leave accruals. Vacation LEAVE donations are limited to the donor's accrued vacation balance as of the date of the request.

Donated vacation leave hours must be used within ninety calendar days following the date of donation or the hours revert back to the donor. All vacation leave hours donated shall be converted to a dollar value based on the donor's hourly rate at the time of donation. Such dollar value shall be divided by the receiving employee's hourly rate to determine the number of hours received. Such donations will occur upon written request to and approval of the donating and receiving employee's department director(s).

To be completed by donating employee:

I, _____, SSN _____

KC Dept. #: _____ Dept./Div. Name: _____

request that _____ hours of my vacation leave at hourly rate \$ _____

be donated to: WSNA Negotiating Team _____ SSN _____

KC Dept. #: _____ Dept./Div. Name: _____

Donor Employee's Signature Date

Donor Department Director's Signature Date

Receiving Department Director's Signature Date

* Return completed form to donating and receiving employee's payroll section(s) if on semi-monthly (MSA) payroll.
* Return copy of completed form to Metro Payroll at Mall stop 73 if receiving employee is on bi-weekly (HRIS) payroll.

To be completed by payroll technician:

Donor's Rate of Pay: _____ Converted Dollars: _____

Recipient's Rate of Pay: _____ Converted Vacation Hours: _____

Donated vacation leave hours must be used within ninety calendar days following the date of donation or the hours revert back to the donor.