



CITY OF EUGENE LEAVE DONATION - DONOR FORM

I would like to donate accrued leave hours to: _____ (enter 3 digit # referenced in request email)

I authorize the City of Eugene to deduct from my accrued **vacation, vacation allowance, banked holiday, PTO, Be Well Day, and/or shift holiday** leave balances the number of hours indicated below to be used by the recipient named above. I understand that:

1. I must have at least 96 hours of accrued leave (sick leave, vacation, vacation allowance, banked holiday, PTO, Be Well Day, shift holiday, and/or comp time) after the donated hours are removed (part-time employees must have 48 hours accrued leave after the donated hours are removed);
2. I may donate a maximum of 24 hours per donation request (33.6 hours for Fire Department employees working 56-hour work weeks);
3. My donation is a voluntary, irrevocable gift to the receiving employee;
4. Donations will be processed in order of the date received by the Employee Resource Center Employee Benefits Staff; and if my donation is processed, I will be notified by the Benefits Staff the pay period in which the adjustment to my appropriate leave balance will occur;
5. If my donation is not needed, it will not be processed.

TO BE COMPLETED BY LEAVE DONOR	
Donor Name:	Employee ID #:
Department/Division	Work Phone:
Total Donated Vacation Hours: _____	
Total Donated Vacation Allowance Hours: _____	
Total Donated Bank Holiday: _____	
Total Donated Shift Holiday Hours: _____	
Total Donated PTO Hours _____	
Total Donated Be Well Day Hours _____	
Total Hours _____	
(not to exceed 24 hours per donation request; 33.6 hours for Fire Dept. 56 hr. shift employees)	
Employee Signature: _____	Date: _____

Send form to the Employee Resource Center Employee Benefits Program at 940 Willamette St. Suite 200
Eugene OR 97401, benefitsstaff@eugene-or.gov, or fax to 541-650-3031.

TO BE COMPLETED BY EMPLOYEE BENEFITS PROGRAM STAFF:

Leave balance verified and meets requirement: Yes: _____ No: _____

ERC Signature: _____ Date: _____