Leave Donation Form –
MSA and PeopleSoft Payroll Systems

King County
Benefits and Retirement Operations

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.
- Vacation leave may be donated to an employee earning $16.92 or less for use on a furlough day. Donated leave for this purpose cannot exceed 80 hours, and the donated leave is applied on an hour-for-hour basis rather than on a dollar conversion basis. If the donated leave is not used for furlough within 90 days, it does not revert back to the donor.
- **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): _____

☐ I am donating to an employee making $16.92 or less for use on a furlough day.

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: _____

Date donation entered into payroll:

Date donation converts back:

Recipient's department director or designee's signature: _____ Date: _____

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