

Vacation Donation Request Form



Applicable Policy/Contract Language

Employees may donate up to forty (40) hours of accumulated vacation time to a Monroe County employee who has a serious health condition as defined by the Family and Medical Leave Act (FMLA). The forty hour maximum is per donating employee per calendar year.

This applies only to Monroe County employees and not an employee’s family member with a serious health condition. Sick leave may not be donated. Vacation donations may be made in one-hour increments and are transferred in the pay period donated. Donations are irrevocable and never returned to the donor. Donations are on an hour-per-hour basis and are not adjusted for pay rates. Donations are generally made when the employee has run out of paid time and FMLA eligibility, though not restricted to that time frame. The recipient receives a copy of this form. **By signing below, the donor agrees to the above conditions.**

Donation Information (to be completed by donating employee)

Donor’s Name		Donor’s Dept.	
Recipient’s Name		Recipient’s Dept.	
Total Hours Donated		Date of Donation	
Donor’s Signature			

Personnel Authorization

Is the recipient a Monroe County employee with a serious health condition as defined by the Family and Medical Leave Act?

Yes

No

Personnel Signature	
Date of Signature	

Payroll Notes