



Donor Authorization Form Vacation Donation Program

Donor Information

Donating Employee: _____ Employee ID: _____
(Last Name) (First Name)

Work Phone: _____ Department: _____

Criteria for Donating Leave:

- 1) The donation of vacation time is strictly voluntary and is an irrevocable donation.
- 2) Employees may NOT designate the recipient of their donated vacation time. All donated time will be added to the Vacation Donation Program pool and distributed via the Program's Eligibility and Request Process.
- 3) The donating employee must be currently active on Monroe County Community College's payroll and been employed by MCCC for a minimum of one year (12 months) to be eligible to donate vacation time.
- 4) Donors may donate a minimum of 8 vacation hours up to a maximum of 160 vacation hours per fiscal year to the Vacation Donation Program pool.
- 5) Employees cannot borrow against future vacation time to donate.
- 6) Employees who are on an approved leave of absence cannot donate vacation time.

I wish to donate the following VACATION HOURS to the pool: _____ Hours

- I understand that my donation total cannot be less than 8 hours nor more than 160 hours per fiscal year.
- I understand that my donated hours will be converted to a value based on my hourly rate/salary and added to the Vacation Donation Program pool.
- I understand that I am donating these hours on a voluntary basis.
- I understand that my donation, once processed and transferred, is irrevocable.
- I understand that I cannot designate the recipient of my donated vacation hours and that the donated hours will be treated as leave hours for individuals approved to draw from the Vacation Donation Program pool.

(Donor Authorized Signature)

(Date)

Submit original signed and completed form to the Human Resources Office, Warrick Student Services/Administration Building. Please contact the Human Resources Office with questions at 734-384-4245.