

City of Melbourne
Donation of Vacation Leave Authorization Form
(completed by employee donating time)

Donation of leave for: _____
(employee receiving donation) (MUNIS #)

Employee Name: _____
(employee donating time) (MUNIS #)

Number of hours to be donated: _____
(Employees may not donate more than 40 hours to any one employee in a twelve month period)

I do hereby authorize the City of Melbourne Payroll Division to deduct the hours I indicated above from my personal vacation leave balance. I understand that these hours are to be used solely to supplement the leave of the employee listed above and this donation is only authorized with the approval of my Department Director and the City Manager.

In a situation when the employee has reached the maximum limit for donations, I understand that my donation slip will be returned to me and no deduction of my leave time will occur.

Employee's Signature

Date

Department Director's Approval

Date

Note to Department Directors: Forward to Human Resource Department at this point. Human Resources will forward to the City Manager.