



**ANNUAL LEAVE DONATION BANK  
DONATION FORM**

**For  
HSS, S & E, UAW or NERE**

**NOTE:** Hours must be donated in whole hour increments for each employee group.

Minimum donations are: 1 hour – NERE, HSS and S & E Units

4 hours – UAW

Maximum donation combined with Annual Leave Direct donations is limited to 40 hours per calendar year.

**A. TO BE COMPLETED BY EMPLOYEE DONATING ANNUAL LEAVE (Please print)**

Name: \_\_\_\_\_ Employee I.D. # \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

My classification falls within:

HSS Unit

S & E Unit

NERE

UAW

I hereby agree to voluntarily donate \_\_\_\_\_ hours of my accumulated annual leave to the appropriate Annual Leave Donation Bank. I understand the hours will be deducted from my accrued annual leave and that this donation is irrevocable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**B. TO BE COMPLETED BY HUMAN RESOURCES OFFICE / APPOINTING AUTHORITY**

1. I certify that the donating employee has not individually donated the maximum annual leave permitted of 40 hours combined, direct and bank, in a calendar year. The donating employee is allowed to donate to the \_\_\_\_\_ bank and has sufficient annual leave accrued to make the donation specified. I have deducted \_\_\_\_\_ hours from the employee's balance on \_\_\_\_\_.

2. The total value of this donation is \$ \_\_\_\_\_ based on an hourly rate of \$ \_\_\_\_\_.

\_\_\_\_\_  
Appointing Authority or Designee Signature

\_\_\_\_\_  
Date

**C. TO BE COMPLETED BY DTMB FINANCIAL SERVICES**

As authorized above, DTMB Financial Services has added \$ \_\_\_\_\_ to the:

**E42 - HSS** or  **H21 – S & E** or  **W22 or W41 - UAW** or  **NERE** Annual Leave Bank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ANNUAL LEAVE DONATION BANK DONATION FORM INSTRUCTIONS

WHO	WHAT
<b>Section A. Donating Employee</b>	<ol style="list-style-type: none"> <li>1. Completes Section A.</li> <li>2. Indicates number of hours to be donated.</li> <li>3. Signs and dates the form.</li> <li>4. Submits form to their Human Resources Office.</li> </ol>
<b>Section B. Human Resources Office / Appointing Authority</b>	<ol style="list-style-type: none"> <li>1. Certifies that employee has sufficient hours of annual leave to cover the donation.</li> <li>2. Computes value of hours donated.</li> <li>3. Obtains Appointing Authority or Designee signature.</li> <li>4. Deducts corresponding number of hours from the employee's annual leave.</li> <li>5. Forwards form through electronic format to DTMB Financial Services (<a href="mailto:SumnerD3@michigan.gov">SumnerD3@michigan.gov</a>) and keeps original at Human Resources Office.</li> </ol>
<b>Section C. DTMB Financial Services</b>	<ol style="list-style-type: none"> <li>1. Posts additions to the appropriate Annual Leave Bank.</li> <li>2. Keeps a copy of the form and forwards an electronic copy to the Human Resources Office and the Office of the State Employer (<a href="mailto:DTMB-OSE@michigan.gov">DTMB-OSE@michigan.gov</a>).</li> </ol>
Human Resources Office	<ol style="list-style-type: none"> <li>1. Distributes a signed copy to the employee and keeps a signed copy with the original.</li> </ol>
Office of the State Employer	<ol style="list-style-type: none"> <li>1. Records number of hours donated to the bank.</li> <li>2. Forwards copy to the Union.</li> </ol>