



**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 S&E Unit MCO 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 of Donating Employee

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 \$ _____.

Signature of Appointing Authority or Designee

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 of DTMB Financial Services Official

Date

**ANNUAL LEAVE DONATION BANK DONATION FORM
INSTRUCTIONS**

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