



ANNUAL LEAVE DONATION DIRECT TRANSFER FORM

A. To be completed by employee donating annual leave (Please print)

Name _____ Employee I.D. _____

Department _____ Work Phone _____

My classification falls within:

- | | | |
|--|--|-------------------------------|
| <input type="checkbox"/> AFSCME | <input type="checkbox"/> SEIU – HSS Unit | <input type="checkbox"/> UAW |
| <input type="checkbox"/> Michigan Corrections Organization (MCO) | <input type="checkbox"/> SEIU – S & E Unit | <input type="checkbox"/> NERE |
| <input type="checkbox"/> Michigan State Employees Assoc. (MSEA) | <input type="checkbox"/> SEIU – Technical Unit | |

I hereby agree to voluntarily transfer _____ hours of my accumulated annual leave to: _____

NOTE: Hours must be donated in whole hour increments. Minimum donations are:

1 hour – NERE, HSS and S & E Units; 4 hours – MCO, MSEA, UAW; 8 hours – AFSCME and Technical Unit

Signature of Employee Donating Leave

Date

B. To be completed by employee receiving annual leave hours (Please print)

Name _____ Bargaining Unit _____

Employee I.D. _____ Department _____

Signature of Employee Receiving Leave

Date

C. To be completed by the appointing authority or designee. I certify that the donating employee:

- has a sufficient amount of annual leave hours to cover the designated donation.
- does not have a sufficient amount of annual leave hours to cover the designated donation.

Signature of Appointing Authority or Designee

Date

D. Union authorization is required for employee represented by AFSCME, SEIU-HSS, SEIU-Tech, MCO & MSEA to receive a direct donation.

Signature of Authorized Union Official

Date

E. To be completed by the Office of the State Employer

- Approved Denied

Reason for denial:

Signature of OSE Official

Date

ANNUAL LEAVE DONATION DIRECT TRANSFER 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. Maximum donation per calendar year per employee is 40 hours (this includes donated hours to the Annual Leave Bank). 3. Signs Form. 4. Submits form to the Human Resources Office and the employee receiving hours for their completion of Section C.
Section B. Receiving Employee	<ol style="list-style-type: none"> 1. Completes Section B. NOTE: You <u>may not</u> freeze any of your Annual Leave, Banked Leave Time, Sick Leave, Compensatory Time or Deferred Hours if you wish to participate in this program. 2. Signs and dates the form (if available). 3. Submits form to the Human Resources Office for initial review. NOTE: Section B will be completed by Human Resources Office in the receiving employee's absence.
Section C. Appointing Authority/Human Resources Office	<ol style="list-style-type: none"> 1. Certifies by signature whether donating employee has a sufficient amount of annual leave hours to cover the designated donation. 2. The HR Office completes the ALD Hours Worksheet and ALD Criteria Form and submits those along with the donations to OSE via e-mail to the DTMB-OSE mailbox.
Section D. AFSCME, SEIU-HSS, SEIU-TECH, MCO or MSEA	<ol style="list-style-type: none"> 1. If the employee is eligible, OSE will electronically send the form to the appropriate union for their approval. If employee is not eligible OSE will return the form to the HR Office. 2. Authorizes the direct transfer of annual leave hours for their bargaining unit employee. 3. Returns request electronically to the Office of the State Employer.
Section E. Office of the State Employer	<ol style="list-style-type: none"> 1. Approves or denies the requested donation, signs form and forwards electronically to Human Resources Office and the Union. If the request is approved also forwards to CSC Compliance and MCSC-DMO (if applicable).
Human Resources Office	<ol style="list-style-type: none"> 1. Deducts corresponding number of hours from the donating employee's annual leave adding the appropriate comment. 2. Adds hours to receiving employee's annual leave adding the appropriate comment. 3. Distributes a copy of the form to the donating employee and keeps the signed and original forms at the Human Resources Office.