

AUTHORIZATION TO DONATE HOURS

To initiate the donation of vacation leave hours, complete the information in the boxes below:

Vacation Leave DONATED BY:

Name of Employee Donating Hours: (please print)	SSN
Department:	Number of Hours Donated:

In order for an employee to donate hours, all of the following conditions must be met:

- The donation must be voluntary.
- The donating employee retains a minimum balance of 80 hours after the leave accrual transfer.

Vacation Leave DONATED TO:

Name of Employee Receiving Hours: (please print)	SSN
Department:	Number of Hours Accepted:

Donating Employee's Signature:	Date:
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Send original to: Pasquotank County Personnel Office.