



City & Borough of Juneau
Department of Finance – Payroll Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: (907) 586-5215

LEAVE DONATION TO ANOTHER QUALIFIED EMPLOYEE

I, _____, have the required minimum balance of leave time as required in the CBJ Personnel Rules or applicable bargaining agreementⁱ in my personal leave account as of this date. I hereby authorize _____ Hours * or Days ** (*Fill in number of hours or full days, check box for hours or days.*) of personal leave be donated to the personal leave bank of _____ . I hereby waive all future claims for payment or credit for donated leave used by the recipient. I also understand that any donated leave not used by the recipient will be returned to me.

*Leave can be donated in partial or full day increments for HOURLY employees.

**Leave cannot be donated in less than full-day increments for SALARIED employees.

Check here if you would like to have your leave donation remain anonymous.

Date Signed: _____

Signature: _____

Printed Name: _____

FOR PAYROLL USE ONLY

Donor rate: \$ _____ X _____ (hours or days donated) ÷ \$ _____ (Recipient hourly rate) = _____ Total hours to Recipient Leave Bank.

Date Transferred: _____ By: _____

ⁱ **CBJ PERSONNEL Rule: 11 PR 110 (a)** - The City Manager may allow an employee to donate a maximum of 30 days or 50 percent of accrued personal leave, whichever is less, provided that the donation does not reduce the employee's total leave balance to less than 12 days.

PSEA Bargaining Agreement: Article 6.7 (A) - Members may be allowed to transfer a maximum of two hundred forty (240) hours or fifty (50) percent of their accrued personal leave, whichever is less, provided such transfer does not reduce the donor's leave balance to less than 168 hours for members assigned to a 40-hour workweek. For members working less than 40 hours per week, the 168 hour balance will be prorated accordingly.

IAFF Bargaining Agreement: Article 15.8 (B) - The donor employee must have a remaining personal leave balance of not less than 134.4 hours for 24/48-hour shift employees, or twelve days, (90 hours) in the case of the 37.5 hour per week position, (96 hours) in the case of a 40 hour per week position.

MEBA Bargaining Agreement: Article 9.9 (b) & (c) – The donor employee shall have a remaining personal leave balance of not less than twelve days. The donation is restricted to a maximum of thirty days or fifty percent of the employee's accrued personal leave, whichever is less.

[PLEASE SCAN TO PAYROLL.OFFICE@JUNEAU.GOV](mailto:PAYROLL.OFFICE@JUNEAU.GOV)