



**AUTHORIZATION and REQUEST BY EMPLOYEE  
FOR PERSONAL LEAVE TRANSFER TO ANOTHER EMPLOYEE**

I \_\_\_\_\_ have the required minimum balance of leave time as required in the CBJ Personnel Rules or applicable bargaining agreement<sup>i</sup> 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 transferred to the credit of 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: \_\_\_\_\_

**AUTHORIZATION BY HUMAN RESOURCES & RISK MANAGEMENT DIV.**

Approval by Human Resources – Risk Management

Date signed: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR PAYROLL USE ONLY**

Donor daily rate: \$ \_\_\_\_\_

Recipient hourly rate: \$ \_\_\_\_\_ (For hourly employees)

Recipient hourly rate\*\*\*: \$ \_\_\_\_\_ (For salaried employees)

Date transferred: \_\_\_\_\_ By: \_\_\_\_\_

<sup>i</sup> **CBJ PERSONNEL Rule, eff. 8/13/12, 11PR110** 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** (eff. 7/1/10-6/30/13), Article 6, Section 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** (eff. 6/21/10-12/31/12), Article 15, Section 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** (eff. 1/1/12-6/30/13), Article 9, Section 9 (B) - The donor employee shall have a remaining personal leave balance of not less than twelve days

\*\*\*Daily rate must be used if the recipient is paid in a salary basis.