

# LEAVE SHARING - DONATION FORM

DOE OTM 300-002

Last Revised: 03/08/2022

Former DOE Form: DOE OHR 300-002

DEPARTMENT OF EDUCATION

Office of Talent Management (OTM)

Employee Records and Transactions Section

P.O. Box 2360 Honolulu, HI 96804

## I. DONOR INFORMATION

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Last First M.I.

Position: \_\_\_\_\_ School/Office: \_\_\_\_\_

Payroll Number: \_\_\_\_\_ Bargaining Unit Code: \_\_\_\_\_ FTE:  100%  50%  Other: \_\_\_\_\_ %

## II. CHECK ONE BOX ONLY

**LEAVE BANK** \*Please complete Section III and send completed form to Office of Fiscal Services (OFS), Leave Management Unit (LMU).

I would like to donate the following number of \_\_\_\_\_ vacation leave DAYS or \_\_\_\_\_ sick leave DAYS\*\* to the leave bank.  
\* write the number on the appropriate blank

OR

**DIRECT SHARE** \* Please complete Section III and send completed form to recipients School/Office.

I would like to donate the following number of \_\_\_\_\_ vacation leave DAYS or \_\_\_\_\_ sick leave DAYS\*\* to the recipient below:  
\* write the number on the appropriate blank

Recipient Name: \_\_\_\_\_ School/Office: \_\_\_\_\_

Important Information: **When making a direct share, it must be to an individual who has been approved for leave share days.** This option is best used when a recipient has been authorized to receive leave share days; otherwise, direct share days to any unauthorized recipient will transfer to the central leave bank. \*\* Note: Only employees who are not entitled to earn and use vacation days may donate sick leave days.

## III. CERTIFICATION OF LEGITIMATE DONATION

I certify that I have a balance of ten (10) vacation leave days or thirty (30) sick leave days after the donation is processed as charged to my appropriate leave account.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

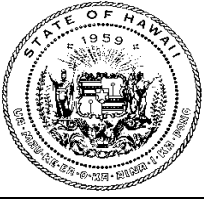
I understand that in accordance with Section 7.4 of the Department's Guidelines for Leave Sharing that in the direct share option, any donated leave days that are not used by the eligible leave recipient or in excess of the recipient's maximum allowable limit shall transfer to the central leave bank to be available for use by other eligible recipients.

Important Information: **All legitimately donated vacation or sick leave days are irrevocable and shall not be refunded to the donor.**

## IV. PRINCIPAL/ADMINISTRATOR VERIFICATION OF ACCUMULATED LEAVE

This is to verify that the above-named donor meets the requirements to make a legitimate donation as audited against the Form 7 (leave record).

Principal/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY



# LEAVE SHARING - DONATION FORM INSTRUCTION

**DOE OTM 300-002**

*Last Revised: 03/08/2022*

Former DOE Form: DOE OHR 300-002

DEPARTMENT OF EDUCATION

Office of Talent Management (OTM)

Employee Records and Transactions Section

P.O. Box 2360 Honolulu, HI 96804

## **Leave Donor:**

Eligible employee wishing to be a LEAVE DONOR reviews donation guidelines, completes, and signs DOE OTM 300-002 **Leave sharing Donation Form**, and submits to principal/administrator. The employee shall designate on the form specifically whether the donation is to the unspecified central leave bank or to a specific employee in need of leave donations (specifying the employee's name and Employee ID number). **Leave donations are irrevocable.**

Representatives of an employee in need of leave donations may, at any time, also conduct non-coercive campaigns for leave donations to the specific employee's account in the central bank.

## **Principal/Administrator:**

Reviews Leave Sharing Donation Form for conformity to eligibility and donation guidelines (in Section III Certification of Legitimate Donation), signs and sends to Office of Fiscal Services (OFS), Leave Management Unit (LMU). (Principal/administrator also assists employee in correcting the employee's leave donation form when necessary.) If Leave Share recipient is at a different school, please forward the signed donation form to the Leave Share recipients school/office after reviewing form. Emailed requests to LMU to extend the donation deadline may be made by the Principal or Administrator.

## **OFS, LMU:**

Processes donations by transferring the donated leave from the donating employee's leave account to the unspecified central Leave Bank account (**Leave Bank Option**) or to the properly designated eligible employee recipient's account in the bank (**Direct Share Option**). Direct share leave days in excess of the designated employee's maximum allowable limit shall be transferred into the unspecified central leave bank.