



# MAUI WILDFIRES LEAVE SHARE PROGRAM - DONATION FORM

DEPARTMENT OF EDUCATION  
Office of Talent Management (OTM)  
Employee Records and Transactions Section  
P.O. Box 2360 Honolulu, HI 96804  
Updated 05/31/2024

## I. LEAVE DONOR INFORMATION

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Last First M.I.  
Position: \_\_\_\_\_ School/Office: \_\_\_\_\_  
Payroll Number: \_\_\_\_\_ Bargaining Unit Code: \_\_\_\_\_ FTE:  100%  50%  Other: \_\_\_\_\_ %

## II. MAUI WILDFIRES LEAVE BANK Employees may donate up to a maximum of ten (10) days.

I would like to donate \_\_\_\_\_ vacation leave DAYS OR \_\_\_\_\_ sick leave DAYS\*\*.  
*\* Write the number on the appropriate blank*

Important Information: **\*\*12-month employees entitled to earn and use vacation leave days are only allowed to donate accumulated vacation leave days. 10-month employees who are not entitled to earn and use vacation leave days may only 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.

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

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

## IV. PRINCIPAL/ADMINISTRATOR VERIFICATION OF ACCUMULATED LEAVE

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

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

## INSTRUCTIONS

**Leave Donor:** Eligible employee wishing to be a LEAVE DONOR, reviews donation guidelines, completes, and signs the Maui Wildfires Leave Share Donation form, and submits it to their principal/administrator. Leave donations are irrevocable. Authorized donations will be deducted from the leave donor's accrued leave balance; the leave donor's timekeeper does not need to process Maui Wildfires Leave Share Program donations. Donations will be reflected on the Form 7 as leave code "VMF" (vacation) and "SMF" (sick).

**Principal/Administrator:** Reviews Maui Wildfires Leave Share Donation form for conformity to eligibility and donation guidelines, signs and sends it to the Office of Fiscal Services (OFS), Leave Management Unit (LMU). (Principal/administrator also assists employee in correcting the employee's leave donation form when necessary.)

**OFS, LMU:** Processes donations by transferring the donated leave from the leave donor's leave account to the Maui Wildfires Leave Bank.

**Note:** The Maui Wildfires Leave Share Program is a special one-time, standalone leave share program. A leave donor may participate in the already established Leave Sharing Programs, provided the leave donor has sufficient accrued leave balance available.