Procedure

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<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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| 1.   | Employees donating accrued vacation or comp time | To be eligible to donate, an employee must have completed initial trial service and have gained regular status. Completes the "Donation of Hours to Military Donated Leave Program" authorization form. Designates the hours donated either to:  
- the Military Donated Leave Pool (DAS administers the Military Donated Leave Pool and distributes the funds according to policy); or  
- an individual employee. Note: To be able to donate leave to an individual, the employee receiving donated leave must have designated they are receiving individual donations.  
Donations must be made in increments of whole hours.  
Send the completed form to DHS Office of Human Resources |
| 2.   | Office of Human Resources     | Verifies employee donating leave hours has completed initial trial service and achieved regular status.  
Forwards approval to DHS Payroll Office. |
| 3.   | Payroll Office               | Completes and submits a monthly report of all donated leave hours to DAS.  
Maintains all documentation for donated leave. |

Policy that applies:
DHS-060-031, Military Donated Leave Program Policy
Form(s) that apply:
DAS Donation Authorization Form

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Procedure History:
• Version 1.0:
  03/03/2005 Initial Release

Keywords:
(List keywords here that might be used by someone to search for this policy on the internet)