

Procedure Title:	Military Donated Leave Program - Employees Donating Leave				
Procedure Number:	DHS-060-031-01	Version:	1.0	Effective Date:	03/03/2005

DHS Chief Administrative Officer

03/03/2005

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employees donating accrued vacation or comp time	<p>To be eligible to donate, an employee must have completed initial trial service and have gained regular status.</p> <p>Completes the "Donation of Hours to Military Donated Leave Program" authorization form</p> <p>Designates the hours donated either to:</p> <ul style="list-style-type: none"> 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. <p>Donations must be made in increments of whole hours.</p> <p>Send the completed form to DHS Office of Human Resources</p>
2.	Office of Human Resources	<p>Verifies employee donating leave hours has completed initial trial service and achieved regular status.</p> <p>Forwards approval to DHS Payroll Office.</p>
3.	Payroll Office	<p>Completes and submits a monthly report of all donated leave hours to DAS.</p> <p>Maintains all documentation for donated leave.</p>

Policy that applies:

[DHS-060-031, Military Donated Leave Program Policy](#)

Form(s) that apply:

[DAS Donation Authorization Form](#)

Contact(s):

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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)

