

OKOLONA FIRE PROTECTION DISTRICT

EMERGENCY LEAVE TIME DONATION FORM

(09/01/2012)

I, _____ request approval to donate _____

hours of Emergency Leave Time to: _____.

Donating Employee

Date Signed

Receiving Employee

Date Signed

Trustee Action: Approved Disapproved Date: _____

Upon Board of Trustee Action, Scheduling Officer to Make Copies for Following:

Donating Employee

Receiving Employee

Affected Supervisors

Scheduling

Fire Chief for filing in personnel files

Emergency Leave Time donations:

One employee may donate up to one half (50%) of his/her accrued emergency leave to another employee upon approval of the board of trustees. A request to do so must be signed by the donating and receiving employees. There shall be no "quid pro quo" associated with the donation of emergency leave.