

City of Houston HOPE Leave Pool Vacation Leave Donation Request Form

IMPORTANT NOTICE

The Meet and Confer Agreement between the City and HOPE was ratified by the union's membership and approved by City Council. Article 9 of the contract creates a HOPE Leave Pool (HLP), which is funded by a mandatory, automatic deduction of one (1) hour of vacation time each contract year from all permanent, full time Bargaining Unit Members who have been employed with the City more than one year, unless the member declines to participate (opts out). Article 9 of the contract also states that a Bargaining Unit Member may donate additional accrued vacation hours by filling out a vacation leave donation request form and submitting it to the member's departmental payroll representative.

If you want to donate additional hours, print out and complete the form and give it to your departmental payroll representative no later than Saturday, September 17, 2011.

Please print legibly, and sign in blue or black ink.

I, _____, _____, voluntarily donate my accumulated
(Print Name) (Employee Number)

vacation leave time to the HLP as follows:

I donate _____ number of hours.

Time may be donated in one (1) hour increments. This donation of additional hours is an irrevocable donation.

I understand this donation will be in addition to any other approved HOPE Leave Pool Donation form previously submitted. I also understand that if I previously opted out, I will have one hour of vacation time automatically donated to the HLP this donation period.

Signature

Date

Department

Division

Submit to your departmental payroll representative by September 17, 2011. Please retain a copy for your records.

Payroll representative mailing addresses by department	
Aviation	16930 JFK Boulevard, Houston, Texas 77032
Housing	P.O. Box 1562 Houston, Texas 77251-1562
HFD and HPD	611 Walker, Floor 2, Houston, TX 77002
All other departments	611 Walker, Floor 3 Annex, Houston, TX 77002