

**City of Houston
Vacation Leave Donation Request Form**

HOPE Leave Pool Donation 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 1 hour of vacation time each contract year from all Bargaining Unit Members*, unless the member declines to participate (opts out). The agreement defines the Bargaining Unit as all municipal employees except department directors and elected officials. Article 9 of the contract also states that a Bargaining Unit Member may cancel a previous opt out election or may donate additional vacation hours by filling out a vacation leave donation request form and submitting it to the member's departmental payroll representative and to HOPE.

If you choose to donate additional vacation leave to the HLP, please fill out this form and turn it in to your departmental payroll representative. You may donate additional vacation leave for HLP as often as you choose. If you donate and you have previously opted out, you will have one hour of vacation time automatically deducted and donated to the HLP during the next donation period unless you opt out again. The opt out period for the July 2009 deduction is during the month of May 2009, and the opt out period for the July 2010 deduction is during the month of May 2010.

* If you have not been a full time employee of the city for one year, you will not be allowed to donate vacation leave to the HLP until after your one (1) year anniversary of employment with the City of Houston.

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

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

leave time to the HLP as follows (check all that apply):

_____ I donate _____ additional 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 submitted previously. I also understand that if I previously opted out, I will have one hour of vacation time automatically donated to the HLP during the next donation period unless I opt out again in May of the next contract year.

_____ I cancel my previous Opt Out Election and agree to donate one hour in May of each remaining contract year.

Signature

Date

Department

Division

Send a copy to HOPE, 4299 San Felipe, Suite 200, Houston, Texas, 77027, and retain a copy for your records.

Note: I understand this donation will not count against me for performance purposes or for any other reason.

HLP-2 (April 2009)