



## Local 1857 Union Leave Bank Transfer

Local 1857 is authorized by article 3.6 of our contracts to accept donated leave time for the use of Union officials and Shop Stewards to investigate grievances, meet with library officials on Union business, and to prepare for and attend contract negotiations. Union members may donate leave only during April and October each year.

### Authorization to Transfer Accrued Leave

Donating Union Member's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Work Location \_\_\_\_\_

Phone Number \_\_\_\_\_

Personal/home Email \_\_\_\_\_

I request that \_\_\_\_\_ hours of my accrued **vacation leave** be transferred into the Union Leave Bank.

I understand that:

- I may transfer only my current accrued vacation leave hours in excess of 2 weeks.
- Through the submission of this transfer form I release all rights to this leave time.
- I have taken into consideration any potential consequences that a reduction in my leave accruals may have when I made this voluntary decision.
- By signing this form, I certify that this transfer is voluntary and that I have not been offered nor have I received monetary or any other compensation in exchange for the transferred hours.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO:**

**President, Local 1857  
P.O. Box 3056  
Issaquah, WA 98027**

**Local 1857 will submit completed and signed Leave Transfer Requests to KCLS Payroll.**

**All requests must be dated in April or October and postmarked by April 30th or October 31st.**