

AFSCME Alaska Local 52  
**LEAVE DONATIONS**

**Requests for Leave Donations:**

A request for leave donations from other employees should be made by contacting the Union Headquarters and providing name of the employee, work location (Dept./Division and Geographic Location) and the number of leave hours needed. Upon receipt of the request in the Union Anchorage office (Headquarters) a broadcast email will be sent to the appropriate employees and will be posted on the ASEA website.

***Who can request donated leave?***

The employee, a member of the employee's family or an ASEA steward on behalf of an employee may call the Union to make a formal request for donated leave, stating the number of hours he/she needs and the dates encompassing the period of time he/she will be on leave.

***Who will receive the request for Leave Donations email broadcast?***

Union Headquarters will send out one email to the department in the region of the employee, informing employees that leave donations are needed for the employee.

- Such email is to be sent out on the date of receipt of an employee's request; or if the request is received after 3:00 p.m., the email will be sent the following morning.
- No other email requests for Leave Donations will be automatically sent for an employee unless a follow-up request is made by the employee, a family member, or a steward on behalf of an employee. (*Follow-up requests are sent no earlier than 30-days after the original request*)

***What is posted on the ASEA website?***

Union Headquarters will post to the Local 52 website the name of the employee requesting leave donations, including the number of hours requested and the period of time the leave is needed.

- Such posting will occur on the same day that the request for leave donation email is sent to the department of the employee.
- The employee's posted information will be removed on the anticipated return date initially given to the Union, unless notification is received from the employee, a member of the employee's family or from a steward on behalf of the employee of a modified return date.

**Leave Donation Process:**

Employees must complete the standard State of Alaska Leave request/report form\* and must include the following information:

- Donor's Information, date and sign
- Number of hours to donate (Minimum of 2 hours)
- In space provided, Leave Donated to (Employee Name/Recipient/Donee)
- Donee's Employee ID number (if available)

*\*Until the new Time and Attendance system is implemented, leave slips will be the standard form for the donation of personal leave.*

Submit the completed leave slip to the Division of Personnel & Labor Relation Payroll Supervisor for the department in which the donee is employed.

Leave Donations must be in the possession of the SOA DOA/Division of Finance no later than the last day of the pay period (15<sup>th</sup> and the last day of the month).

For more details see Letter of Agreement regarding Time and Attendance (LOA 11-GG-170) at the following link:  
[http://www.afscmelocal52.org/time\\_LOA](http://www.afscmelocal52.org/time_LOA)