



**Dominican University of California  
Vacation Transfer Authorization**

I wish to donate \_\_\_\_\_ hours of my accrued vacation leave to Dominican University of California, as a tax free transaction. By contributing accrued vacation time to the Annual Fund, I am helping the University fulfill its mission.

I understand that these donated hours will be deducted from the accrued vacation leave reflected in my employee records, and that an amount reflecting the value of these hours, based on my current daily wage, will be transferred to the Annual Fund. Only hours which have already accrued as of today's date and which are below the maximum number of accrued vacation hours are eligible to be transferred.

I hereby authorize the University to take the number of hours pledged, subtract them from my accrued vacation, and make a contribution to the Annual Fund on my behalf.

I make this donation freely and I understand that my donation, once processed, is irrevocable.

Please direct my gift to benefit (please choose one):

- \_\_\_\_\_ School of Arts, Humanities, and Social Sciences
- \_\_\_\_\_ School of Business and Leadership
- \_\_\_\_\_ School of Education and Counseling Psychology
- \_\_\_\_\_ School of Health and Natural Sciences
- \_\_\_\_\_ Athletics
- \_\_\_\_\_ Area of Greatest Need

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

***Human Resources to complete and route to Payroll:***

Human Resources Director Signature \_\_\_\_\_

Number of hours approved: \_\_\_\_\_

Effective date of transfer: \_\_\_\_\_