



Oregon University System
Military Leave Donation Program

Donor Authorization Form

I donate and voluntarily authorize my institution to deduct from my accrued vacation leave the hours indicated below to provide supplemental military pay to eligible employees at my institution on active duty military leave without pay. I understand that the vacation hours I donate to this program are not returnable for my own use.

Donation Amount: _____ Total Hours

Donor's Employee ID Number: _____

Donor Name (please print): _____ Campus/Institution: _____

Donor Signature: _____ Date: _____

Leave donation is contingent on fund source, and may be subject to restrictions.

Campus Human Resources-Payroll Use Only	
Index: _____ Department Authorization: <input type="radio"/> yes <input type="radio"/> no Reason if Denied: _____	Donor's vacation waiting period completed: <input type="radio"/> yes <input type="radio"/> no Donor's Base Pay Rate (OUS): _____ <i>(\$ per hour)</i> Total Donation (hours x base pay rate): _____
Processor (Signature): _____ Date: _____ Notes: _____	

Deliver, mail or fax this completed form to the appropriate institution:

- | | | |
|-----|------------------------------------------------------------------|-------------------------|
| EOU | Human Resources, One University Blvd, La Grande OR 97850-2899 | EOU Fax: (541) 962-3023 |
| OIT | Human Resources, 3201 Campus Dr, Klamath Falls OR 97601-8801 | OIT Fax: (503) 885-1115 |
| OSU | Human Resources, 122 Kerr Admin Bldg, Corvallis OR 97331-2132 | OSU Fax: (541) 737-7771 |
| OUS | Chancellor's Office, PO Box 488, Corvallis OR 97339-0488 | OUS Fax: (541) 346-5783 |
| PSU | Human Resources, PO Box 751, Portland OR 97207 | PSU Fax: (503) 725-5896 |
| SOU | Human Resources, 1250 Siskiyou Blvd, Ashland OR 97520 | SOU Fax: (541) 552-8249 |
| UO | Human Resources, 5210 University of Oregon, Eugene OR 97403-5210 | UO Fax: (541) 346-2548 |
| WOU | Human Resources, 345 N Monmouth Ave, Monmouth OR 97361 | WOU Fax: (503) 838-8144 |

Retain a photocopy of this form for your records.