



DISASTER LEAVE DONATION FORM

August 2020 LNU LIGHTENING COMPLEX FIRE EVENT

On August 21, 2020, the Board of Supervisors of the County of Sonoma declared a local emergency due to the 2020 LNU Lightening Complex Fire. Under the Disaster Leave program, employees may donate accrued vacation and compensatory hours to employees impacted by a declared disaster.

To donate hours, review and complete this donation form.

I wish to assist another employee who is a victim of the 2020 LNU Lightening Complex Fire Event. I understand that:

- I may donate regularly accrued vacation or compensatory hours only.
- Donated hours must be in one-hour increments.
- My donation will be only be used specific to the 2020 LNU Lightening Complex Fire event, and will be “pooled” with other donations. Auditor-Controller-Treasurer-Tax Collector Payroll Division will deduct and apply donated hours in the order received and will monitor donation levels to minimize the number of unused hours. This may result in donations not being deducted at the time they are donated, or donations not being accepted, if sufficient donations have already been received to cover the needs of impacted employees.
- I must have 40 or more accrued vacation hours remaining after my donation is deducted.
- The total number of vacation and compensatory hours combined that I can donate for this disaster may not exceed the number total number of hours of vacation I normally accrue in a year based on my MOU or Salary Resolution.
- I may not claim donated time as a charitable donation.
- The County will comply with all IRS rules in administration of the Disaster Leave program.

Name (Print): _____ Employee # _____

Department: _____

Number/Type of Hours Donated (1 hour increments): Vacation _____ Comp _____

I authorize ACTTC Payroll to deduct the indicated hours from my leave accruals, and to apply all applicable taxes due:

Signature: _____ Date: _____

Submit completed form to ACTTC-Payroll via facsimile (707-565-4694) or e-mail ACTTCPayrollDivision@Sonoma-County.org with the subject line: LNU Disaster Leave Donation.

AUDITOR-PAYROLL OFFICE ONLY

Date received by Auditor-Payroll:	
Pay Date Deduction Applied:	