City of Houston
Vacation Leave Donation Request Form

HOPE Leave Pool Donation Form

IMPORTANT NOTICE

The Meet and Confer Agreement between the City and HOPE was ratified by the union's membership and approved by City Council. Article 9 of the contract creates a HOPE Leave Pool (HLP), which is funded by a mandatory, automatic deduction of 1 hour of vacation time each contract year from all permanent, full time Bargaining Unit Members who have been employed with the City more than one year, unless the member declines to participate (opts out). Article 9 of the contract also states that a Bargaining Unit Member may donate additional accrued vacation hours by filling out a vacation leave donation request form and submitting it to the member's departmental payroll representative.

If you want to donate additional hours, print out and complete the form and give it to your departmental payroll representative.

Please print legibly, and sign in blue or black ink.

I, _____, _____, voluntarily donate my accumulated
(Print Name) *(Employee Number)*

vacation leave time to the HLP as follows:

I donate _____ number of hours.

Time may be donated in one (1) hour increments. This donation of additional hours is an irrevocable donation.

_____ _____
Signature *Date*

_____ _____
Department *Division*

Please remember to retain a copy for your records.

Payroll representative mailing addresses by department	
Aviation	16930 JFK Boulevard, Houston, Texas 77032
HEC	5320 North Shepherd Dr., Houston, Texas 77091
Housing	601 Sawyer, 3rd Floor, Houston, Texas 77007
HFD and HPD	611 Walker, Floor 2, Houston, Texas 77002
All other departments	611 Walker, Floor 3 Annex, Houston, Texas 77002

Form hope-hlpd (07/12)