



Terry L. Maccarrone, President

# Employee Donation of Accruals

I would like to thank all those who have donated accruals in the past to help a fellow AME member; but there are many members who still need time from our current cancer pool for their medical treatment needs.

With that, at this time I must appeal to all AME members, to consider voluntarily donating time to our rapidly declining cancer pool, due to misfortune of more AME members needing the use of this benefit.

With Heartfelt Thanks,

Terry L. Maccarrone, President

## Employee Donation of Accruals to the Cancer Pool

1. Union Name: \_\_\_\_\_ Unit Name: \_\_\_\_\_
2. Employees Name: \_\_\_\_\_ (Please Print or Type)
3. Date of Donation: \_\_\_\_\_
4. Please indicate the number of **hours** you wish to donate next to the Type of Accruals you wish to donate from:  

*Vacation _____	Personal Time _____
Comp. Time _____	"Paid" Lag Hours _____
**Sick Time _____	

I understand that once I have authorized a donation of time to the Cancer Pool, said hours **cannot** be restored.

\_\_\_\_\_  
Employee's Signature

**\*Indicates if frozen or new accruals, if applicable**

**\*\*Employees may donate unused sick leave at any time except during the year immediately prior to their separation from service. For every two sick days or the hourly equivalent donated, the pool will be credited with one day or the hourly equivalent.**

Please forward the **original** signed page to the payroll representative responsible for your department. They will confirm that accruals are available and deduct the requested amount from your time sheet. The payroll representatives should then forward the form with their initials to the Office of Labor Relations (P.O. Box 61000, Hauppauge, NY 11788).