

Appendix 3

Deposit of Donated Vacation Leave/Time-off in lieu Notification Form

The _____ is transferring _____ of
donated vacation leave and _____ of donated time-off-in-lieu to be
deposited in the Donated Vacation Leave /Time-Off-In Lieu Central Fund.

To be filled in by the respective Director Corporate Services/Head of Entity

Official Stamp

Signature: _____

Date: _____