Appendix 6

Donation of Vacation Leave/Time-off-in-lieu on a Person to Person Basis

(If donation is not within the same Ministry, this request requires mutual consent of the respective HR Departments)

(Please fill in either Part 1A or Part 1B as applicable)

Part 1A

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Employee donating hours (Donor)

Name	 Surname	
ID No		
Ministry	 Department/Entity	
Grade	 Salary Scale	

Part 1B

Employees donating hours collectively (Donors)

(Please attach list of employees and number of hours donated by each)

Ministry	 Department/Entity	
Ministry	 Department/Entity	

Part 2

Employee receiving donated hours (Recipient)

Name	Surname
ID No	
Ministry	Department/Entity
Grade	Salary Scale
Documentary evidence provided	Yes 🔲 No 🗖
Number of hours donated	VL

TOIL

Part 3 Director Corporate Services/Head of Organisation of Donor

I, hereby, approve the donation of hours on a person to person basis and certify that the amount of donated hours has been noted and deducted from the donor's / donors' vacation leave/TOIL entitlement.				
Signature	Official Stamp			
Date				

Part 4

Director Corporate Services/Head of Organisation of Recipient

I, hereby, approve the donation of hours on the amount of donated hours has been vacation leave/TOIL entitlement.	
Signature	Official Stamp
Date	

The information supplied in this application form shall be used exclusively by the employing Ministry and the PSW Directorate for record keeping and verification purposes. Personal information provided on this application form is protected, and used in accordance with the provisions of the Data Protection Act.