

DONATION OF PERSONAL LEAVE/VACATION DAYS

I, _____ (Trainman/Engineman(circle one)) agree to donate
(Donor's Name)

eligible _____ Personal Leave Day(s), and/or _____ designated vacation day(s) to
fellow employee _____ to be used by the end of this calendar year.
(Donee's Name)

I understand that this donation cannot be revoked. If the Donee cannot or does not use said donated days by the end of this calendar year, s/he shall forfeit such days. There shall be no payments made in lieu of the days donated, either to the Donor or Donee. In addition, I acknowledge that the days I donate will be deducted from my entitlement at the time of donation and I may not reclaim the days I donate if the Donee does not use them.

Donor and Donee agree to the following:

- (a) If donating vacation days:
The scheduled vacation days donor chooses to donate are the
Following _____.
- (b) Vacation/personal leave days will be paid in consecutive days.
- (c) Personal leave days will be deducted beginning with carry-over days.
- (d) Vacation days donated will be allowed at the rate of 1/52 of Donee's previous year's earnings but not less than six (6) minimum basic days at the rate of the last service, if road service or five (5) minimum days at the rate of the last service if yard service.
- (e) Personal leave days donated will be allowed at the basic standard through freight rate.
- (f) Donations are subject to appropriate deductions, i.e. Railroad Retirement Tax, Union Dues, State and Federal Taxes, etc.
- (g) This is a voluntary program and as such no claims or grievances will be filed or progressed in connection therewith.

Signature of Donor

SSN of Donor

Name of Donee

SSN of Donee