



Employee Assistance Foundation (EAF) PTO Donation & Payroll Deduction

The Employee Assistance Foundation provides a tax deductible way for employees to assist one another in times of need. By contributing to the EAF you are making a meaningful difference in the lives of your fellow employees. This Foundation was established to help any current City employee, retiree with 20 plus years of service or retiree who retired with a disability. The Foundation was designed to financially assist individuals in times of death, illness, financial hardship or other catastrophe.

Employee Information

Employee Name _____ Phone Number _____
Address _____ City _____ State _____ Zip Code _____

Donation Option (select one)

Ongoing Payroll Deduction - In the amount of \$ _____ per pay period. Effective pay period # _____
Payroll deductions will continue until written notice to discontinue is received by Human Resources.

One Time Contribution - In the form of:

- Check \$ _____ Check # _____
- Cash \$ _____
- Payroll Deduction \$ _____

One-Time donation of _____ hours deducted from my pay check # _____

Ongoing donation of _____ hours per pay period effective on pay check # _____

- With the final deduction occurring on my pay check # _____
- Continuing until I provide written notice to HR to end the deductions.

I understand that my Paid Time Off balance will be reduced by the amount of hours I am donating:

Donation Designation (select one)

Designate my donation to the Employee Assistance Foundation.

Split my donation between:

Employee Assistance Foundation \$ _____ or _____ %
Adopt-A-Family Fund \$ _____ or _____ %

Signature

Employee Name (Print) _____

Employee Signature _____ Date _____

Thank you for your contribution!