

WE ARE ONE

EMPLOYEE GIVING DRIVE



Vacation Donation Request

- Only **vacation** hours are eligible for donation to the Employee Giving Drive
- Employee must have successfully completed their initial evaluation period
- Employee donation must not result in the employee's vacation balance falling below 40 hours
- Minimum donation of 4 vacation hours
- Employees who are paid from federally sponsored research funds or who are prohibited by grant regulations may not donate vacation hours
- All donations are voluntary and irrevocable
- All vacation donation requests will be reviewed by the Human Resources Department. The Human Resources Department reserves the right to deny any vacation donation request.
- Vacation time donations will be reflected after the October 16, 2026 paycheck

Please complete the following fields, including the attestation below and return the form to the Human Resources Department at Human_Resources@KennedyKrieger.org or via interoffice mail by Friday, October 2, 2026. You will be notified if this request is not approved.

Your Name (please print) _____ SSN (last four digits only): _____

Your Job Title: _____ Department: _____

Email Address: _____ Phone Extension: _____

I request to donate _____ vacation hours to the Employee Giving Drive benefiting the Kennedy Krieger Institute. I understand that this vacation donation is considered taxable income and subject to applicable federal, state and FICA taxes. In addition, vacation donations are eligible for 401(k) employee and employer contributions. The net payment of this donation, after all deductions have been applied, will be donated to the Kennedy Krieger Institute Employee Giving Drive and will be considered a charitable donation.

Employee Signature : _____

Date: _____

The Kennedy Krieger Institute Office of Philanthropy will mail an acknowledgement letter reflecting the final donation amount to the employee's home address.

FOR HUMAN RESOURCES USE ONLY

1. **Date received:** _____

2. **Eligibility determined by:** _____

3. **Donation Status: APPROVED / DENIED**

Reason: _____

4. **Donation processed by:** _____ **on** _____
(name) (date)