



WE GIVE RETIREE DONATION THROUGH ANNUAL LEAVE DEDUCTION

*Donate annual leave hours prior to retirement and before
vacation cash out in three easy steps:*

- 1** Email ac.payroll@ventura.org and cc amy.towner@ventura.org
- 2** State how many hours you wish to donate (up to 40 hours per year)
- 3** Provide employee ID number

THINGS TO CONSIDER:

- Calendar year of tax deduction
- Look at vacation balance for tax implications
- Observe County vacation buy down restrictions

**Questions? Please call 805.794.7651 or email
amy.towner@ventura.org**