

DIRECT SICK LEAVE DONATION FORM

INFORMATION FOR EMPLOYEES

1. To make a sick leave donation, complete and sign Section I of this form and return it to Human Resources.
2. You may directly grant up to 40 hours per year of your personal sick leave to another employee at the College. However, your personal sick leave balance must be at least 40 hours after you make the donation.
3. The employee who receives donated sick leave can only accept a total of 240 hours in a 12 month period. The portion of your donation that has been accepted will be subtracted from your personal sick leave balance. You will receive notification about the amount accepted as soon as possible after the deadline date for donations.

SECTION I (to be completed by donor)

Name: _____

Department: _____

Amount to Donate: _____ hours

Signature: _____ Date: _____

Section II (to be completed by HR/Payroll)

Sick Leave hours to be processed: _____

Credited to recipient on pay period ending: _____

Signature

Date