SHARED LEAVE DONATION

Please complete section A or B below, whichever is applicable. See reverse side for Shared Leave Program guidelines. Return completed form to the Payroll Office.

Donation for the benefit of: _____
Name of Beneficiary

A. EMPLOYEES WHO WANT TO DONATE SICK LEAVE

I wish to donate _____ days (minimum of one half-day*, maximum of 15 days) of my **sick leave** to shared leave for the individual beneficiary named above**.**

I realize this donation must not cause my sick leave balance to be less than 176 hours.

Name (please print) _____

Signed _____ Date _____

B. EMPLOYEES WHO ACCRUE AND WANT TO DONATE VACATION HOURS

I wish to donate _____ days (minimum of one half-day*) of my **vacation** leave to shared leave for the individual beneficiary named above.

I realize this donation must not cause my vacation balance to be less than 10 days.

Name (please print) _____

Signed _____ Date _____

"Half-day" is defined as 4 hours.

Approved by:

_____ Date _____
(Payroll Supervisor's Signature)

Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow qualified employees to donate annual leave (vacation) or sick leave to eligible fellow employees.

1. In accordance with all of the provisions below, and utilizing the Shared Leave Donation Form, employees may donate annual leave (vacation) or sick leave to an eligible co-worker if the following conditions are satisfied:

    a. An employee may donate up to 15 days of sick leave per 12 consecutive month period provided he/she maintains a balance of at least 176 hours of sick leave.

    OR

    b. An employee accruing vacation days may donate any number of those days provided he/she maintains a balance of at least 10 vacation days.

2. Leave must be donated in half-day increments. "Half-day" is defined as 4 hours of leave.

3. For the purposes of this procedure donated sick leave and vacation leave conversion shall be accounted on an hour for hour basis: one hour of donated leave will be equal to one hour of leave at the beneficiary's rate of pay.

4. If the total number of shared leave days donated exceeds the amount used by the Beneficiary, it will be returned to donor employees on a pro-rata basis.