

## Faculty Sick Leave Donation Form

Once per fiscal (July 1 – June 30) year, no later than April 30, of each year, Faculty may donate up to 5 days (40 hours) to the Faculty Sick Leave program.

A minimum of 90 days (Long Term Disability eligibility) or 720 hours is required in his/her sick leave account to be eligible to donate up to 5 days per fiscal year.

I authorize donation of \_\_\_\_\_ hours (not to exceed 40)

Faculty Name \_\_\_\_\_  
(print)

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

### Human Resource Office Use Only

Current Sick Leave Hours: \_\_\_\_\_

Donated Hours: \_\_\_\_\_

Date: \_\_\_\_\_

Initials of HR Processor: \_\_\_\_\_