

Sick Leave Donation Form

Once per fiscal (July 1 – June 30) year employees may donate up to 5 days (40 hours) to the 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)

Employee Name _____
(print)

Employee Signature _____ Date _____

Human Resource Office Use Only

Current Sick Leave Hours: _____

Donated Hours: _____

Date: _____

Initials of HR Processor: _____