

# ANNUAL LEAVE DONATION REQUEST



Date: \_\_\_\_\_ Donor: \_\_\_\_\_ Employee #: \_\_\_\_\_ Dept. #: \_\_\_\_\_

Requests on behalf of an employee to receive a donation of accrued annual leave should be submitted to their responsible Department Executive for approval. Approval will be granted only for the intended purpose and for up to a maximum of 90 days. Accrued annual leave may be donated from one employee to another employee only in situations where the recipient would be entitled to utilize sick leave, but has insufficient sick and annual leave available.

Donors of annual leave are limited to a maximum donation of 40 hours per calendar year. Recipients may receive a maximum of 160 hours from all donors per calendar year. Donated annual leave shall be used on a first-donated, first-used basis. Any donated annual leave remaining when the recipient's need has ended will be returned to the last donor(s).

Please transfer \_\_\_\_\_ hours of my accrued Annual Leave balance to:

\_\_\_\_\_  
Recipient  
(Employee in need of donation)

\_\_\_\_\_  
Recipient's Department Name

\_\_\_\_\_  
Donor Date

\_\_\_\_\_  
Executive Director Date

\_\_\_\_\_  
Payroll Department Date