



Form 2.13 – LEAVE SHARING

Complete either Section A or Section B and submit original form to Human Resources.

Section A. APPLICATION FOR LEAVE SHARE DONATED HOURS		
Applicant's Name	Department	Date Submitted
Purpose of Leave		Estimated Length of Leave
Certification I understand my rights as outlined in this policy.	Date	Applicant Signature
Section B. AGREEMENT TO DONATE LEAVE HOURS		
Donor's Name	Department	Date Submitted
Leave Recipient	Type of Leave	Leave Hours Donated
Certification I understand my rights as outlined in this policy.	Date	Donor Signature

2.13.9. LEAVE SHARING

A. Requirements. Leave may be donated from one employee to another under the following conditions:

1. Employee receiving the leave uses it for authorized sick leave purposes only; and,
2. Employee receiving the leave has exhausted all other leave balances (including annual, sick, and compensatory leave); and,
3. Employee donating the leave understands that there is no obligation or pressure to donate leave.

B. Requesting and Donating Leave. If an employee(s) have freely agreed to donate leave to another employee needing sick leave and meeting the conditions outlined in this policy, notification must be made to the Finance Director in writing. The following items must appear in that notice:

1. All parties must acknowledge that they meet all of the conditions as set forth in this policy.
2. Each donor shall indicate the type of leave he/she is donating and how many hours are being donated.
3. This letter shall be signed by both the requestor and the donor(s).

C. Should a requestor receive leave from more than one donor and not use all of the leave, the amount of donated leave remaining shall be divided equally among the donors and returned to them as the same type of leave that they donated.