



PERSONAL LEAVE DONATION FORM

(Shodair Community Fund)

EMPLOYEE INFORMATION:

1. You may donate up to 80 hours of your personal leave banks (including COVID Personal Leave (CPL), Personal Leave (PL) or Extended Illness (EI)) to the Shodair Community Personal Leave Fund in a single donation.
2. You may not make a transfer if it would reduce your balances to less than 80 hours collectively. (COVID Personal Leave (CPL), Personal Leave (PL), or Extended Illness (EI)).
3. If some or all of your donation is refused or denied by Human Resources those hours will be returned to your personal leave balance.
4. Transfers will be made hour for hour, no matter to whom they are made. (if you would like to donate to a specific employee, refer to the Personal Leave transfer request.)
5. Once a donation is made it can not be retracted.
6. To make a donation, complete and sign Section 1 of this form. Return form to Human Resources.

SECTION 1 (to be completed by donor employee):

I wish to donate _____ hours of my **CPL**, **PL**, or **EI** (please circle one) to the Shodair Community Personal Leave Fund

Employee: Print Name

Signature

Date

SECTION 2 (to be completed by Human Resources)

This donation will / will not reduce the donating employee's personal leave balance to less than 80 hours.

The employee has / has not donated more than 160 hours of personal leave in the past 12 months.

The employee's personal leave balance will / will not be debited by _____ hours as of the next pay period.

SECTION 3 (To be completed by Director of Human Resources):

_____ I approve this personal leave donation.

_____ I deny this personal leave donation.

Personal Leave Hours have been deducted from _____, leaving a total of

_____ Personal Leave Hours remaining. These Personal Leave Hours have been added to the Shodair Community Personal Leave Bank.

Director of Human Resources Signature

Date

cc: Donor Employee File
Payroll