



Shared Leave Donation Form

_____ Employee's Name	_____ Person I.D.	_____ Employee's Dept./Div./College
_____ Position Title		_____ FTE Assignment

Regular Staff employees with a 0.5 FTE or greater who have successfully completed New Hire Orientation period may donate up to five (5) Vacation Leave days per fiscal year to the Shared Leave Pool. Donations may be made directly to the Shared Leave Pool, not directly to an individual and must be donated in full day increments. Temporary Disability Leave (TDL) may not be donated to the Shared Leave Pool.

Shared Leave Pool Vacation Leave donations must be received by the Employee Relations Office between May 1st and May 31st each fiscal year. Donation forms received outside of this period will not be considered and the Vacation Leave Balance will not be transferred.

Donated Vacation Leave may originate from an employees accrued Vacation Leave. Temporary Disability Leave may be converted to Vacation Leave between April 1st and April 30th each fiscal year for donation to the Shared Leave Pool.

Once the Vacation Leave is donated, it is available for use by the Shared Leave Pool; the balance will be removed from the accruals of the donating employee. Donated Vacation Leave will not be returned to the individual making the donation for any reason.

I have read and understand the requirements for donating Vacation Leave to the Shared Leave Pool. I wish to donate 1 2 3 4 5 days to the Shared Leave Pool. [days = hours]
(please circle one)

_____ Employee Signature	_____ Date	_____ HR Official signature
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Incomplete forms will not be considered.

Mail to: Human Resources Employee Relations Office
213 Scovell Hall --- 0064
Phone: (859) 257-8758
Fax: (859) 257-2493

* Form must be received by May 31st.