

University of North Dakota

Donation of Leave

The donating employee may donate up to **5%** of accrued sick leave hours.

The donating employee must retain a balance of **40 hours** vacation leave.

The receiving employee may receive **693 hours in a 12-month** period.

All donations must be in **full-hour** increments.

Instructions: The donating employee should complete this form and send form to the supervisor of the receiving employee for final approval. Supervisor of receiving employee will keep track of donated hours for departmental purposes and route form to the Payroll Office, as leave is needed.

Name of Receiving Employee	Empl ID #
Department	

Name of Donating Employee	Phone #	Empl ID #
Department		
Number of Vacation Hours Donated	For Payroll Use Only:	
Number of Sick Leave Hours Donated		

<i>I authorize the donation of leave indicated above.</i>	
Donating Employee Signature	Date

Approvals: (Supervisor of Receiving Employee)

Supervisor Signature	Date
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All Leave Donations Will Be Kept Confidential