



EMPLOYEE VACATION DONATION FORM

Employees may donate accrued, unused vacation hours to a co-worker as outlined in the HR Policy & Procedures Manual section below:

Donations of Vacation Hours to Other Employees - *An employee may donate accrued, unused vacation hours to another full-time employee if that employee is in need of paid leave due to the injury or illness of themselves or a member of their immediate family.*

Employees wishing to donate Vacation Hours to a regular full-time employee should complete the form below and submit to the Director of Human Resources. Donated Vacation will be placed in the recipient's **Sick Leave** balance.

I, _____ would like to donate _____ hours of my
accrued, unused Vacation to _____.
Employee Name Receiving Donated Vacation

Donating Employee Name Printed

Date

Donating Employee Signature

APPROVALS

Department Head

Date

Director of Human Resources

Date