

DIRECT GRANT OF SICK LEAVE

Information for Employees

1. You may make a direct grant of up to 40 hours of your personal sick leave to another employee.
2. You do not have to be a member of the Sick Leave Pool to make a direct grant.
3. You may not make a direct grant if it would reduce your personal sick leave balance to less than 40 hours. You may not contribute sick leave earned before July 1, 1971.
4. If some or all of your direct grant is refused, those hours will be returned to your personal sick leave balance.
5. To make a direct grant, complete and sign Section I of this form. Return the form to your personnel office.

SECTION I (to be completed by donor employee)

I wish to donate _____ hours of my personal sick leave to...

_____ name of recipient employee

_____ donor employee's signature

_____ recipient employee's department

_____ my name

_____ my agency

_____ my social security number

_____ my work phone number

SECTION II (to be completed by donor employee's agency)

1. The employee making this direct grant will not reduce his or her personal sick leave balance below 40 hours.
2. The employee has not contributed more than 40 hours of personal sick leave to a direct grant in the past 12 months.
3. The employee's personal sick leave balance will be debited by _____ hours as of the pay period ending _____.

_____ authorized signature

_____ date

agree to accept

refuse to accept

_____ is eligible to receive, and wishes to receive, a direct grant of sick leave.

_____ hours of sick leave are not accepted and should be recredited to the donor employee's account.

I agree to accept a direct grant of _____ hours of sick leave from this donor.

_____ department head

_____ date

Approved _____

Sick Manager

_____ date