

Leave Sharing - Donor Form

- 1) Read the “Leave Sharing” criteria and procedures under the Vacation Policy to determine whether you meet the qualifications to participate.
- 2) Complete the Donor Form.
- 3) Submit to Supervisor for signature and forward to Chico State Enterprises (CSE) Human Resources Department for final review and approval.
- 4) Retain a copy of the form for your records.

Please note:

- Donations must be made in whole hour increments, eight hours minimum at any one time and may not exceed sixteen hours during any calendar year.
- Donated leave hours will be credited to the CSE Leave Sharing Bank maintained by the CSE Payroll Department.
- Donor identity is to be kept confidential.
- Donations are irrevocable.

Donor’s Name: _____ Donor’s CSE Employee #: _____

Donor’s Department: _____ Donor’s CSE Email: _____

Number of vacation hours to be donated: _____

I certify that I am making this donation entirely of my own free will and that no attempts have been made to intimidate, threaten or coerce me to donate my vacation hours. I understand these hours will be subtracted from my current vacation accrued balance and that I have no right under any circumstances to have any of the donated hours restored to my accrued vacation balance once I have signed this form and it has been approved by my supervisor.

Donor Signature

Date

Supervisor Signature

Date

FOR CSE HR DEPARTMENT USE ONLY

Donation Approved Donation Denied

CSE HR Authorizing Signature

Date

FOR CSE PAYROLL USE ONLY

Processed Date: _____

Processed By: _____