

# REQUEST TO DONATE SHARED LEAVE

Human Resource Services  
Washington State University  
Pullman, WA 99164-1014

Complete this form to request approval to donate and to authorize your donation of annual leave, sick leave or personal holiday hours to another WSU employee as allowed by the shared leave program. Minimum total donation is 1 hour. The policies governing shared leave are set forth in BPPM 60.58, along with additional instructions.

Submit the form to Human Resource Services, French Administration 139, mail code 1014. Attach a copy of your most recent Time/Leave Report.

DONOR EMPLOYEE NAME	WSU ID NUMBER	DONOR TELEPHONE	DONOR E-MAIL ADDRESS
DONOR EMPLOYEE DEPARTMENT	DEPARTMENT CONTACT	MAIL CODE	CONTACT TELEPHONE
RECIPIENT EMPLOYEE NAME		RECIPIENT EMPLOYEE DEPARTMENT	

## ANNUAL LEAVE

Civil service employees, collective bargaining unit employees, administrative professional employees, and faculty who accrue annual leave may request approval to donate annual leave to the shared leave program. Hours must be donated in whole, not partial, hours. After the donation, you must still have at least 80 hours of annual leave on your leave records. (WAC 357-31-425)

Please transfer \_\_\_\_\_ hours of my annual leave to the recipient employee named above to be used as shared leave.

My current annual leave balance is \_\_\_\_\_.

## SICK LEAVE

Civil service employees, collective bargaining unit employees, and administrative professional employees who accrue and use sick leave may donate sick leave to the shared leave program. Faculty who accrue sick leave and who demonstrate to the satisfaction of HRS that they have a history of taking and accurately documenting sick leave may donate up to 40 hours of sick leave per approved recipient and a maximum of 80 hours of sick leave per calendar year. Hours must be donated in whole, not partial, hours. Employees must maintain a minimum of 176 hours of sick leave after the donation.

Please transfer \_\_\_\_\_ hours of my sick leave to the recipient employee named above to be used as shared leave.

My current sick leave balance is \_\_\_\_\_.

## PERSONAL HOLIDAY

Civil service employees, collective bargaining unit employees, administrative professional employees, and faculty who receive a personal holiday may donate personal holiday hours to the shared leave program. (WAC 357-31-425) Personal holiday hours must be donated in whole hours.

Please transfer \_\_\_\_\_ hours of my personal holiday to the recipient employee named above to be used as shared leave.

DONOR EMPLOYEE SIGNATURE		DATE
DEPARTMENT CHAIR/DIRECTOR NAME	DEPARTMENT CHAIR/DIRECTOR SIGNATURE	DATE

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### FOR HRS USE ONLY

<input type="checkbox"/> REQUEST GRANTED	HUMAN RESOURCE SERVICES SIGNATURE	DATE
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