

SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM

At times, an employee may require extended leave due to his or her own personal needs, or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved, the sick leave transaction process will be final and can't be changed regardless of whether the time was utilized by the receiving employee. The maximum number of days an employee is able to donate is 30 days (240 hours max).

Name of Employee to Receive Sick Leave Hours: <u>Celena Valdez</u>	Department: <u>Parks & Rec</u>
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(Print Name)

Name of Employee Donating Sick Leave Hours: <u>Robert Gilbert</u>	Department: <u>Administration / EM</u>
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(Print Name)

I hereby request 50 hours of accrued and earned sick leave to be deducted from my accrual balance. I understand that once this transfer has been processed that I cannot revoke or change this request.

 _____ Donating Employee Signature	<u>1/3/25</u> _____ Date Signed
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 _____ Signature of Supervisor	 _____ Date Signed
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 _____ Signature of BOCC Chairman	 _____ Date Signed
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