

Shared Leave Donation Form
STATE OF KANSAS SHARED LEAVE PROGRAM
Pittsburg State University (385)

Part I - To be completed by the donating employee:

Name _____ Department _____ ID# _____

Employee Receiving Donation _____ Agency _____

Donations must be made in full-hour increments. Classified employees must have a vacation leave balance of 80 hours after donating vacation leave. Classified employees and Unclassified employees must have a sick leave balance of 480 hours after donating sick leave. Please indicate the type and amount of leave to be donated:

Vacation Leave Hours: # hours donated _____

Sick Leave Hours: # hours donated _____

Commitment of Confidentiality: As a donor in the State of Kansas Shared Leave Program, I understand that I may become aware of medical information regarding potential recipients within the program. I understand that I have a responsibility to maintain the confidentiality of this program and that a breach of this confidentiality may subject me to disciplinary action.

Employee Signature

Date

Part II - To be completed by HRS

- The employee donated _____ hours.
- The donating employee's vacation leave balance will be _____ hours. The employee will not be below 80 hours (required balance for classified employees) if the above-mentioned number of vacation leave hours is donated.
- The donating employee's sick leave balance will be _____ hours. The employee will not be below 480 hours if the above-mentioned number of sick leave hours is donated.

HRS Representative

Date

Part III - To be completed by the Appointing Authority

I hereby _____ Approve / _____ Deny the donation of leave for the above-named employee.

Appointing Authority

Date

Part IV - To be completed by Human Resource Services, if approved:

- **Donating Employee:** The employee's vacation leave balance has been reduced by _____ hours. The employees sick leave balance has been reduced by _____ hours.
- **Receiving Employee:** The employee has been credited with _____ hours of shared leave.

HRS Representative

Date