WHITMAN COLLEGE

SHARED LEAVE PLAN

DONATION FORM

Submit to Human Resources

Staff may donate up to 96 hours of combined sick leave and vacation accrual in a 12 month period. Bonus days may also be donated.

A minimum of 80 hours must be maintained in each of the leave accounts.

Please deduct from my accrual and credit to the Shared Leave Plan

\_\_\_\_\_\_\_\_ hours sick leave

\_\_\_\_\_\_\_\_ hours vacation

\_\_\_\_\_\_\_\_ hours bonus day (attach form)

Printed Name

Signature Date

Human Resources Approval Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is approved to donate \_\_\_\_\_\_hours of sick leave,

\_\_\_\_\_\_hours of vacation, \_\_\_\_\_\_ hours bonus day to the Shared Leave Plan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Approval Date