



TO: Payroll

FROM: \_\_\_\_\_  
Employee's name (Please print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee's Group/Program

SUBJECT: *Donated Sick Leave Hours*

I authorize the Finance Program to transfer \_\_\_\_\_ hours (maximum of 10 hours) from my sick leave accumulation to be credited to \_\_\_\_\_ for his/her use as sick leave.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: Donating Employee's Timekeeper