**Part A – To be completed by contributing employee**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to donate \_\_\_ (maximum of 40) hours of sick leave to \_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that sick leave donations are voluntary. Donations can be declined by the recipient, or denied by the department head/director and dean/vice president

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

Contributing Employee Signature Date

**Part B – To be completed by receiving employee’s department**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Both the department head/director and dean/vice president should initial below the appropriate option.

1. Approval of total hours contributed in Part A \_\_\_\_\_ \_\_\_\_\_

2. Denial of total hours contributed in Part A \_\_\_\_\_ \_\_\_\_\_

3. Approval of only \_\_\_\_\_ hours contributed in Part A \_\_\_\_\_ \_\_\_\_\_

Signatures of the department head/director and dean/vice president indicate accepting responsibility for covering the costs of the donated sick leave to the receiving employee.

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

Department Head/Director Date

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

Dean/Vice President Date

*In the event some or all sick leave donations are denied, the department head/director and dean/vice president should indicate the denial and amount of leave denied, and return the form to the receiving employee and copy the Chief Human Resources Officer.*

**Part C – To be completed by Human Resources**

Upon receipt of the approved Donated Sick Leave Form, Human Resources will verify employees meet the eligibility requirements to donate or receive donated sick leave in accordance with MSU Policy 1045.00 - Donated Sick Leave. Donated sick leave will be deducted from the contributor's sick leave and credited to the recipient of the sick leave in the order the Donated Sick Leave Forms are received, and on an as- needed basis at the end of each pay period.

Contributor: Eligibility date \_\_\_\_\_\_\_\_\_ Recipient: Leave Accruals

Sick Leave balance \_\_\_\_\_ as of \_\_\_\_\_\_\_\_\_

Number of donated hours \_\_\_\_\_\_\_\_\_

Ending Sick Leave balance \_\_\_\_\_\_\_\_\_