



**Managerial and Confidential Exempt Employee
Leave Donation Form**

Managerial and Confidential Exempt employees may donate accrued vacation, personal leave or holiday compensatory accruals to another Managerial or Confidential Exempt employee who is absent due to a long-term illness or injury, has exhausted all paid leave time and is on leave without pay status.

Donations from Managerial and Confidential Exempt employees must be made in units of four (4) hours and may be taken from accrued vacation time, personal time or holiday compensatory time as outlined in the *Leave Benefits for Managerial and Confidential Exempt Employees Policy* dated July 1, 2019.

Managerial or Confidential Employee (Donor) Information:

Employee ID #: _____
Name: _____
Total Number of Hours Being Donated (must be in units of 4 hours): _____
Vacation Accruals: _____ hours
Holiday Compensatory Accruals: _____ hours
Personal Leave Accruals: _____ hours

Signature of Donor _____ **Date** _____

FOR HR USE ONLY:
Recipient Name: _____ Employee ID #: _____
Department: _____

The completed form must be returned to Human Resources (Fax: 860-679-4660, Attn: Absence Management).
Please retain a copy for your records.