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____________________________

The completed form must be returned to Human Resources (fax: 860-486-0406, Attn: Absence Management). Please retain a copy for your records.