
Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone 618.650.2190 | Fax 618.650.2696

The University recognizes that employees may have a family medical emergency or be affected by a major disaster resulting in a need in excess of their available paid leave time. To address this need, eligible employees will be allowed to donate accrued paid leave time (sick or vacation only) hours from their unused balance to a leave bank for use by eligible co-workers needing additional paid leave time off.

I, _____, would like to voluntarily donate _____ hours of accrued vacation and/or sick leave to the Southern Illinois University - Edwardsville leave donation bank, pursuant to [SIUE Policy 2E3](#). I understand this leave will be provided to an employee who is approved to receive paid leave from the bank, and that I will not be provided any information regarding such recipient. I also understand that once I have donated this leave, it cannot be returned to me, and I will have forfeited any rights to such accrued leave.

I authorize _____ hours to be deducted from the following leave balance.

Accrued Paid Sick Leave Accrued Paid Vacation

(The minimum number of hours that an employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50% of the donating employee's current balance.)

Employee signature: _____ Date: _____

Employee 800# _____

Employees can donate paid leave time annually during the benefits open enrollment (May 1-31) and September 1-30. As a reminder, employees cannot borrow against future paid leave time to donate. Employees currently on an approved leave of absence may not donate paid leave time.