

**2020 SHARED LEAVE PROGRAM -DONATION FORM**

**The ERC is holding a special shared leave drive starting March 29, 2020 and ending April 25, 2020. During this time, employees can donate any combination of sick and/or vacation hours to the shared leave program, up to the maximum donation of 1 year worth of accrual. Please consider donating during the shared leave drive.**

**The 2020 Shared Leave drive will be held until April 25, 2020 and the donations will be taken out on May 15, 2020.**

**You can donate online or with this form. If you donate through Executime, you *do not complete a paper form*.**

I have read the guidelines developed for the implementation of the shared leave pool. Please contact Human Resources if you have questions.

I hereby offer to donate up to the following number of hours from my accrued vacation or sick leave should my name be selected in the drawing held for such purpose. I understand that the hours I donate to the shared leave pool will be deducted from my accrued vacation or sick leave and will no longer be available for my own personal use.

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

Sick Leave Donation (hrs)

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

Employee Name (Print)

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

Employee Signature

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

Vacation Leave Donation (hrs)

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

Employee Number and Dept

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

Date

**Executime Instructions:**

* Use the Time Off Request feature in Executime
* Select from the Benefit Type Dropdown:

|  |  |  |
| --- | --- | --- |
|  | Donated Vacation | Donated Sick |
| Regular Employees | LC | LE |
| Fire/Med 2912 employees | FC | FE |
| Fire/ Med 2080 employees | LC | LE |

* Start date is 5/9/2020
* Start time is 00:00
* End date is left blank
* Enter the number of hours you are donating in the Benefit Hours Per Day field
* Max donation is 1 year worth of accrual
* Check the box to “Enter Request As Lump Sum”
* Click Save and you are done!
* Supervisor approves as with any other time off request