

# **LEAVE DONATION FORM**

**Print this form, fill out, sign and submit to your Personnel Department**

---

## **DONOR INFORMATION**

<b>Name:</b>	<b>Title:</b>	<b>Salary Grade:</b>

<b>Negotiating Unit:</b>	<b>Payroll Item Number:</b>	<b>Social Security Number:</b>	<b>Work Phone Number:</b>

<b>Work Unit/Location:</b>

---

## **RECIPIENT INFORMATION**

<b>Name:</b>  <b>Shaun Keenen</b>	<b>Work Unit/Location:</b>  Wende Correctional Facility PO Box 1187 Alden, NY 14004-1187
---	--

---

## **NUMBER OF VACATION DAYS DONATED**

--

---

**AUTHORIZATION:** I hereby authorize the Personnel/Payroll Office to deduct from my vacation balance the number of days indicated above to be used as sick leave by the recipient named above. I certify that the days donated are not days I would otherwise forfeit and that this donation does not cause me to drop below a balance of ten days of vacation as of the date this donation is submitted.

<b>Date:</b>	<b>Signature of Donor:</b>

---