



Leave Bank Donation Form

To donate to the COVID-19 leave bank (CLB), you must complete the following form and submit it to Human Resources at hr@monroecc.edu on or before January 21, 2021.

Employee: _____ M#: _____

Employee Phone: _____ Employee Email: _____

Hire Date: _____ Title: _____

Department: _____ Supervisor: _____

Criteria for Donating Leave

- The employee donating must be in a full-time title and employed on an annual salary basis.
- Donations must be made in increments of one (1) day, with a minimum donation of one (1) day of annual leave or sick leave. The number of hours that comprise a day for the donor is determined by the title of the donor.
- Employees may donate up to ten (10) days of sick or vacation leave or a combination of both sick and annual leave.

Leave Donation

I would like to donate _____ **Sick** days.

I would like to donate _____ **Vacation** days (only those accruing vacation are able to donate)

Total Days Donated: _____

Employee Certification

In making this voluntary donation, I acknowledge that I have read and understand the *COVID-19 Leave Sharing/Donation Procedure*.

Employee Signature: _____ Date: _____

HR Representative Initials: _____ Date: _____

Date Reviewed by HR to confirm adequate leave balance(s) to support specified donation:

HR Initials: _____

Leave Banks Available: Sick _____ *Vacation* _____