

Leave Share Donation		DHRM Policy 4.35, Leave Share	
Leave Share provides an employee who has exhausted their available leave balances with the opportunity to receive and use donated annual leave from colleagues. Employees must be approved by their Agency's Office of Human Resources to participate and receive Leave Share Donations. Agencies must first seek leave donations from within the employee's agency. Donations from employees assigned to other state agencies that follow the DHRM Annual Leave policy will be accepted only when insufficient donations have been received from within the recipient's agency. Donors are advised to complete Sections I and II and return the form to their Agency's Office of Human Resources.			
SECTION I – DONOR EMPLOYEE INFORMATION			
Employee Name			
Employee ID Number			
Recipient Employee's Name or Case No.			
Recipient Employee's Agency			
SECTION II - DONATION			
• Annual leave donations must be in 8-hour increments. • Donors must retain an annual leave balance of at least 40 hours. • Donated leave is non-refundable to the donor once it has been processed to the recipient.			
Annual Leave Donation Amount			
My signature below confirms my donation of annual leave. I understand that I must retain an annual leave balance of at least 40 hours and that once my donated leave is processed for the recipient, it is nonrefundable.			
Employee Signature		Date	
Section III – COMPLETED BY HR ADMINISTRATOR			
Donor's Agency HR Administrator Name			
Donor's Agency Email Address			
Recipient's Agency HR Administrator Name			
Recipient's Agency Email Address			
Recipient Employee ID Number			
Date Donation Received			
Donation Processed Date			
Additional Comments:			