WENATCHEE VALLEY COLLEGE

**WASHINGTON STATE UNIFORMED SERVICE SHARED LEAVE POOL**

**LEAVE DONATION FORM**

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| **DONOR INFORMATION**  |
| Donor’s Name (Last, First, MI) | Contact Phone Number | E-mail Address |
| Agency**Wenatchee Valley College** | Address  |
| Job Classification  | SSN or SID Number | Current Salary |

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| **LEAVE DONATION** |
| An employee may donate vacation leave, sick leave, or all or part of a personal holiday to the uniformed services shared leave pool (USSLP) if the donating employee’s employer approves the employee’s request to donate leave and:* **Vacation leave**: The donation will not cause the donor’s vacation leave balance to fall below ***80 hours*** after the transfer. For part-time employees, requirements for vacation leave balances are prorated.
* **Sick leave**: The donation will not cause the donor’s sick leave balance to fall below **176 *hours*** (22 days) after the transfer.
* **Personal holiday**: The donating employee's employer approves the employee's request to donate all or part of their personal holiday to the USSLP.
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| **Donation Amount (Hours or Days)** |
| Vacation | Sick | Personal Holiday | Budget Authorization # |

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| **DONOR’S AUTHORIZATION AND SIGNATURE** |
| I voluntarily authorize the deduction of the number of hours indicated above from my associated accrued vacation leave, sick leave and/or personal holiday. I am donating this leave to enable an employee who has been called to military service to receive the same level of compensation and/or employee benefits consistent with the amount they would have received if they had remained in active state service. I understand that the hours I donate to the USSLP cannot be donated to a specific individual and that the hours are not recoverable. |
| Signature | Date |

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| **HUMAN RESOURCE OFFICE** |
| Available Leave Balances as of: |
| Vacation | Sick | Personal Holiday |
| [ ]  Approved [ ]  Disapproved |
|  |  Human Resources Signature |  | Date |  |

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| **PAYROLL OFFICE** |
| **Donated Leave Converted to Dollars** |
| Vacation | Sick | Personal Holiday | Budget Authorization # |
| Processed on: By: |

C: Employee, Payroll, USSLP Shared Leave File