

AUTHORIZATION TO DONATE HOURS
COMPASSIONATE TRANSFER OF LEAVE POLICY

Regular Classified, Service Professional and Administrative employees are eligible to donate accrued vacation hours to employees who are approved for Compassionate Transfer of Leave provided the following conditions are met.

To initiate the donation of vacation leave hours, complete the information in the boxes below:

Vacation Leave DONATED BY:

Name of Employee Donating Hours: (please print)		ASU I.D. Number:
Department:	Department Code:	Number of Hours Donated:

In order for an employee to donate hours, all of the following conditions must be met:	
<input type="checkbox"/> The donation must be voluntary.	<input type="checkbox"/> The donating employee retains a minimum balance of 80 hours after the leave accrual transfer.

Vacation Leave DONATED TO:

Name of Employee Receiving Hours: (please print)	For HR Use ASU I.D. Number:
Department:	Department Code:

I understand that an employee must be approved to receive compassionate transfer of leave before receiving any donated vacation hours. If the employee does not use some or all of the vacation hours I donate, the unused hours will be returned to me. The deduction to my vacation balance will not show on my payroll advice until the recipient has been credited.

In accordance with SPP 702-04, the policy on Compassionate Transfer of Leave, I voluntarily donate my vacation leave hours to another employee's sick leave balance.

Donating Employee's Signature:	Date:
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Fax to 480.993.0007