

Per CCS Policy #502 – Personal Leave:

- Personal leave may be donated to another employee
 - The person receiving donated leave must have exhausted all accrued personal leave before becoming eligible for donated leave.
 - Final approval shall be made by the Program Director
 - Personal Leave donation may be ☐ Anonymous or, ☐ Known
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I, _____, would like to donate _____ hours of my
(employee – please print) (no. of hours)

personal leave (if in compliance with all funding sources)

to _____, effective as soon as the previous named
(employee – please print)

employee has exhausted all of his/her personal leave.

Signature - Employee Donating Leave

Date

Signature – Program Director

Date