

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