

### Employee Request for Donated Leave

I \_\_\_\_\_ request the use of donated leave as a result of a qualifying event and give the Human Resources Office permission to request such leave from my Division on my behalf.

I acknowledge that I must exhaust all of my own leaves prior to receiving donated leave and cannot use acquired donated leave for purposes of supplementing my benefit period, per the leave donation policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

