

Leave Donation Form

The DBH Leave Donation program was created to help employees who have a short-term need that has resulted in them using up all their accrued paid sick and vacation leave to address the situation they are working through.

As outlined in the Leave Donation Policy in the DBH Employee Handbook, employees may donate accrued vacation leave to a specific individual for a specific event. Donated vacation leave is converted to sick leave when transferred to another employee.

Please complete the following form and submit it to Human Resources at hr@dbhutah.org to initiate a leave donation.

Donor Information

Employee Name: _____ **Employee ID¹:** _____
Department: _____
Job Title: _____

Recipient

Employee Name: _____ **Employee ID²:** _____
Department: _____

Leave Donation

_____ Hours of accrued vacation leave.

Authorization

I wish to donate the indicated number of hours of my accrued vacation leave from my account to the recipient listed above whose request for leave donations has been approved by the DBH Executive Leadership Team (ELT).

I affirm that this leave is given freely, without promise of benefit, and not under intimidation, coercion, or threat of reprisal for failure not to make the donation.

Donor Signature: _____ **Date:** _____

To Be Completed by Payroll/Human Resources			
Date Received by HR:	_____	Date Received by Payroll:	_____
Pay Period to Include Donation:	_____		
Vacation Hours Transferred:	_____	Transferred by:	_____
			Initials

¹ To be completed by HR or Payroll.

² To be completed by HR or Payroll.