

Dakota College at Bottineau

Donation of Leave

The donating employee may donate up to **5%** of accrued sick leave hours.

The donating employee must retain a balance of **40 hours** of vacation leave.

The receiving employee may receive **693 hours in a 12-month** period.

All donations must be in **full-hour** increments.

Instructions: The donating employee should complete this form and forward it to Sandy Hageness, sandy.hageness@dakotacollege.edu.

Name of Receiving Employee

Emp I ID #

Department

Name of Donating Employee

Phone #

Emp I ID #

Department

Number of **Vacation Hours** Donated

For Payroll Use Only:

Number of **Sick Leave Hours** Donated

I authorize the donation of leave indicated above.

Donating Employee Signature

Date

Donations Are Confidential