

Leave Share Donation	DHRM Policy 4.35, Leave Share
<p>Leave Share provides an employee who has exhausted their available leave balances with the opportunity to receive and use donated annual leave from colleagues. Employees must be approved by their Agency's Office of Human Resources to participate and receive Leave Share Donations. Agencies must first seek leave donations from within the employee's agency. Donations from employees assigned to other state agencies that follow the DHRM Annual Leave policy will be accepted only when insufficient donations have been received from within the recipient's agency. Donors are advised to complete Sections I and II and return the form to their Agency's Office of Human Resources.</p>	
<p><b>SECTION I – DONOR EMPLOYEE INFORMATION</b></p>	
Employee Name	
Employee ID Number	
Recipient Employee's Name or Case No.	
Recipient Employee's Agency	
<p><b>SECTION II - DONATION</b></p>	
<ul style="list-style-type: none"> <li>• Annual leave donations must be in 8-hour increments.</li> <li>• Donors must retain an annual leave balance of at least 40 hours.</li> <li>• Donated leave is non-refundable to the donor once it has been processed to the recipient.</li> </ul>	
Annual Leave Donation Amount	
<p>My signature below confirms my donation of annual leave. I understand that I must retain an annual leave balance of at least 40 hours and that once my donated leave is processed for the recipient, it is nonrefundable.</p>	
Employee Signature	Date
<p><b>Section III – COMPLETED BY HR ADMINISTRATOR</b></p>	
Donor's Agency HR Administrator Name	
Donor's Agency Email Address	
Recipient's Agency HR Administrator Name	
Recipient's Agency Email Address	
Recipient Employee ID Number	
Date Donation Received	
Donation Processed Date	
<p><b>Additional Comments:</b></p>	