

Physical Plant – Campus Services

Leave-Sharing Program  
**DONOR FORM**

Guidelines for Donors

1. Participation is voluntary.
2. The donating employee must be an employee (academic or staff) of the Berkeley campus
3. Donations must be of accrued vacation leave only
4. The donor must be in a position that accrues vacation leave.
5. The donor must have passed the waiting period to use vacation, if a waiting period is required by the applicable personnel policy or collective bargaining agreement; and have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual).
6. Participation is anonymous; that is, management will not identify the donor. However, the donor may identify himself/herself to the recipient.
7. The donor must donate eight or more hours of his/her vacation leave.
8. Donations are irrevocable; and limited to the number of vacation hours required to ensure continuation of the receiving employee's regular salary during the employee's approved catastrophic leave.
9. Donations must be approved by both the donor and recipient's department.

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I, \_\_\_\_\_, have read and accept the conditions for participation in  
Donor's Name  
the Leaving-Sharing Program as described in the "Guidelines for Donors" and I wish to donate leave as indicated below.

Recipient's name: \_\_\_\_\_ Recipient's department: \_\_\_\_\_.

Number of vacation hours to be donated: \_\_\_\_\_.

Leave balance as of the first day of \_\_\_\_\_, \_\_\_\_\_, and VL \_\_\_\_\_.  
Month Year Total Balance

Donor's signature: \_\_\_\_\_ Date: \_\_\_\_\_.

Leave balances verified by: \_\_\_\_\_ Date: \_\_\_\_\_.