



# Sick Leave Donation

**Request to Donate**

## Request to Donate Unused Hours

Per County Policy: Participating employees shall be allowed to donate up to 300 hours of unused banked sick leave or PTO from their personal accounts to the Sick Leave Pool at the time of voluntary separation from employment, including retirement.

*I certify that I have an accumulation of unused leave and request to donate up to 300 hours from my personal account to the Sick Leave Pool upon my voluntary separation from employment with the Bay County Board of County Commissioners.*

<i>Leave Accrual</i>	<i>Check all that apply</i>	<i>Remaining Balance</i>	<i>Donation Amount</i>
<b>Paid Time Off (PTO):</b>	<input type="checkbox"/>		
<b>Sick Leave Bank:</b>	<input type="checkbox"/>		

Employee's Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Representative's Signature (if applicable): \_\_\_\_\_

Date: \_\_/\_\_/\_\_

**Approved:**

**Disapproved**

\_\_\_\_\_  
**Human Resources Representative**