

Leave Donation Form

Confidential Record

Instructions: UAlbany employees donating annual leave credits to a UAlbany employee participating in the Leave Donation Program must complete this form and return it to Time Records by fax, email, or mail (only submit using one method). If donating to an employee in another state agency, the Inter-Agency Leave Donation form should be used.

Contributions of annual leave to the Leave Donation Program are voluntary. Time Records will deduct the number of donated days from your annual leave accruals in your time record once they have been used. Once this has been done, a confirmation of the accruals you donated will be sent to you.

If you have any questions regarding the Leave Donation Program, please contact Time Records at (518) 437-4709 or timerecords@albany.edu.

Donor Information			
First Name	Last Name	Employee ID	Negotiating Unit <input type="checkbox"/> CSEA <input type="checkbox"/> M/C <input type="checkbox"/> PEF <input type="checkbox"/> UUP <input type="checkbox"/> NYSCOPBA <input type="checkbox"/> PBANYS
Email Address	Regular Work Week <input type="checkbox"/> 37.5 Hour <input type="checkbox"/> 40 Hour		My time records are submitted <input type="checkbox"/> TAS <input type="checkbox"/> Paper timecard
Supervisor	Name of employee you are donating to (recipient)	# of Annual Days Donated (full-day increments)	

Donating employee's certification:

I am donating the annual leave days indicated above to be used by the recipient employee. I certify that the days donated are not days I would otherwise forfeit, and that this donation does not cause me to drop below a balance of ten days of annual leave as of the date of this donation.

Employee Signature

Date

Time Records use:

I have reviewed the donors time record for eligibility.

Time Records Representative Signature

Date