



UW

Human Resources

## SICK LEAVE DONATION REQUEST

To request donated sick leave complete the following information and submit the completed form to the Human Resources Benefits Office.

Donations from employees must be received in Human Resources before the full-time [payroll deadline](#) to avoid incurring leave without pay. Any donations received after the payroll deadline will be applied to future months if needed.

You may not receive donated sick leave until all other accrued sick leave, vacation leave, and compensatory time has been exhausted. Check your leave balances in WyoCloud prior to making a request. It is your responsibility to solicit donations. The Sick Leave Donation form can be found [here](#).

The Donated Sick Leave Policy is outlined in the [Employee Handbook](#), and on page two of this form.

If you have questions, please email Christian Carter at [ccarter8@uwyo.edu](mailto:ccarter8@uwyo.edu).

(HR will provide)

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Employee WyoCloud ID**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Phone Number**

I certify that I have not and will not solicit or accept anything of value in exchange for the donation of paid leave time.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Send completed form to Christian Carter at [ccarter8@uwyo.edu](mailto:ccarter8@uwyo.edu).

**HUMAN RESOURCES USE ONLY**

**DATE RECEIVED**

## **Donated Sick Leave Policy**

Benefited employees may receive donated sick leave if they are eligible for leave according to the Family and Medical Leave Act (FMLA) and have an immediate and reasonable need for such assistance as verified by a health care provider and determined by Human Resources. Donations are made by notifying the HR Benefits unit. The receiving employee must have exhausted their available sick leave, compensatory time, and vacation leave prior to being eligible for donated sick leave. When the employee returns to work, unused donated sick leave is forfeited. Employees who receive payments under voluntary Short Term and Long Term Disability (STD, LTD) Insurance are not eligible for donated sick leave (i.e., employees will not receive both donated sick leave payments and STD and LTD payments).

Employees who wish to donate sick leave must be in an active pay status and have accrued more than 80 hours of sick leave. Donating employees are required to maintain a minimum balance of 80 hours of their own sick leave after making a donation.

Requests for donated sick leave must be made by the employee prior to the anticipated exhaustion of all other available leave. Donations from employees must be received in the HR Benefits unit by the full-time payroll deadline (see Payroll) for the leave to be available for the recipients use in the current month. Donations received after the full-time payroll deadline will be applied to the following month, if needed.