

# **TEXAS A&M UNIVERSITY-COMMERCE SICK LEAVE POOL DONATION FORM**

*Note: Employees may donate an unlimited amount of their accrued sick leave each fiscal year. Retiring and terminating employees may also donate sick leave to the pool. However, employees returning to state employment within 12 months (and after at least 30 calendar days if returning to the same institution or agency) will not have any donated time restored to their sick leave balances.*

*In making this donation I understand that it is:*

- ◆ *strictly voluntary,*
- ◆ *for use by an eligible employee and I may not stipulate who may receive this donation, and*
- ◆ *no longer my property right and that my sick leave balance will be reduced by a corresponding amount.*

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

*UIN:* \_\_\_\_\_

*Department:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

**DONATION:**

\_\_\_\_\_ *I wish to contribute \_\_\_\_\_ hours of sick leave time to the Sick Leave Pool.*

\_\_\_\_\_ *I wish to contribute the remaining balance after my termination or retirement.*

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

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

*Please return form to:*

*Texas A&M University-Commerce  
Human Resources  
Kathy Compton, FMLA/Leave Coord.  
Commerce, TX 75429*