



USC System Leave Transfer Pool Leave Donation Request

Instructions and Guidelines	
<p>Employees should complete the top portion of this form and submit it to the Human Resources' Benefits Office. Please refer to the following guidelines or HR Policy 1.10 for more information.</p> <ol style="list-style-type: none"> 1) Any donations to the Leave Pool must be made prior to the established deadline in December each calendar year. 2) No more than one-half of the sick or annual leave earned during a calendar year may be donated during the calendar year. 3) Employees must maintain at least 15 days of sick leave after making a sick leave donation. 4) July 1, 2017 – June 30, 2018, employees may request to designate leave to a specific employee (subject to approval). 5) After leave is transferred, it may not be returned or restored to the donor. 	
To Be Completed by Employee	
Name (Last, First, Middle):	
SSN:	Department Name:
Department Number:	Campus:
I wish to donate _____ hours of annual leave.	I wish to donate _____ hours of sick leave.
If you are donating leave to a specific employee, please list the employee's full name:	
I am scheduled to work _____ hours a day, _____ days a week, _____ months a year.	
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	
Employee Signature:	Date:
To Be Completed by Human Resources/Payroll	
Class/Slot:	Hourly Rate:
Leave Balance Prior to Donation: Annual: _____ Sick: _____	
Leave Balance After Donation: Annual: _____ Sick: _____	
If donating sick leave, is the donor left with 15 days of sick leave balance?	Yes No
Is leave allowed to be designated to a specific employee?	Yes No
Donation: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Reason: <input type="checkbox"/> Error in Completing the Form <input type="checkbox"/> Insufficient Leave <input type="checkbox"/> Other	
Comments:	
Division of Human Resources Signature:	Date:
Route to: Payroll, Human Resources, Employee, Campus/Department	