



Donation and Enrollment Form

If you are enrolling and want to contribute, please complete the information below

Enroll

Donate Hours

Date _____

Name: _____ SSN: _____

Admin

Faculty

Staff

I would like to donate:
1 day = 8 hours

1 2 3 days

SLP Rule 2b: To maintain current membership, an employee must donate at least *one* day (8 hours) of accrued sick leave time each subsequent fiscal year (Sept.- Aug.) following enrollment. The *maximum* donation per employee per fiscal year is 3 days(24hours).

Employee Signature: _____ Date: _____

HR use only:

_____ has been employed at least 6 months

_____ has accrued at least 5 days sick leave

_____ deducted from leave balance

_____ days added to SLP