



Sick Time Sharing Donation Form

What is the Sick Time Sharing Program?

The purpose of the Sick Time Sharing Program is to establish a means for staff employees with a 'Reserve Sick Bank' balance to anonymously donate from the reserve to other staff employees in need of additional time.

Regular staff and administrator employees' accrued sick leave balances as of June 30, 2018 were transferred to a sick leave reserve bank and remain available for use until depleted.

Staff employees with reserve sick time balances can donate a maximum of five (5) days of sick time in any twelve (12) month period. Regular annually awarded sick time is not eligible for donation. Only reserve sick time is eligible for donation.

Receiving employees must exhaust their own sick and all but five (5) days of vacation due to the impact of a public health emergency to be eligible for sick time donation.

The program has been a success due to the generous donations of staff members. Please consider this pledge an opportunity to support colleagues in our SU community.

Instructions:

1. Find your current reserve sick bank balance by logging into [mySeattleU](#);
2. Fill out your donation information below;
3. Submit this completed donation form to hr@seattleu.edu;
4. Contact the Office of Human Resources if you have questions: (206) 296-5870.

Seattle University Sick Time Sharing Program Donation

Your Printed Name: _____

SU ID: _____ Department: _____

I pledge to donate _____ days of my reserve sick balance to the Sick Time Sharing Program. I understand that this is an anonymous contribution and my reserve sick time will be reduced at the time my donated hours are actually used by a staff employee benefiting from this program.

Signature: _____ Date: _____