

KEAN UNIVERSITY
DONATED LEAVE PROGRAM/DONOR TRANSFER CERTIFICATION

I hereby permit Kean University to transfer leave credit as indicated below to be used as the recipient's personal sick leave.

DONATION SECTION:

DONATE TO: _____
(Please print full name of recipient)

I wish to donate the following:

_____ SICK DAYS - I certify that my sick leave balance will not be less than
(number) 20 accrued sick days after this transfer.

_____ VACATION DAYS - I certify that my vacations leave balance will not be
(number) less than 12 accrued vacation days after this transfer.

_____ TOTAL DAYS DONATED* - (Cannot exceed 30 days per recipient)
(number)

*Donation of less than 5 days will result in conditional approval until minimum of 5 days have been donated to the recipient.

CERTIFICATION SECTION:

I certify that I have not been coerced nor solicited or accepted anything of value for the donation or paid leave time.

_____ Date _____ Name (Print) _____ Signature

Social Security Number: _____

Dept: _____ Office Phone: _____

RETURN TO: THE OFFICE OF HUMAN RESOURCES, ADMINISTRATION BUILDING, 2nd Floor

FOR USE BY THE OFFICE OF HUMAN RESOURCES

_____ Transfer Approved _____ Transfer Disapproved

This is to advise you that your request to donate leave time cannot be accepted due to the following reason(s):

- _____ Recipient is no longer active.
- _____ Employee has already received the maximum number of donated days.
- _____ Your current sick balance does not show the required minimum number of 20 accrued days.
- _____ Your current vacation balance does not show the required minimum number of 12 accrued days.

Other: _____

_____ Appointing Authority Signature

_____ Date