

Sick Leave Pool Contribution Form

Print Name (Last, First, MI)

Lamar ID

Department

Title



I voluntarily donate the following number of hours to the Sick Leave Pool:

Contributions must be made in eight (8) hour increments.

Active employees may only donate one (1) to three (3) days (8 to 24 hours) each fiscal year.

Terminating employees may donate a maximum of 24 hours.

Retiring employees may donate their entire remaining balance of sick leave.

Signature

Date

HR Leave Coordinator

HR Director/AVPHR

Date Processed