



Compassionate Transfer of Leave Request for Donated Hours

Name of Employee Requesting Donated Hours	Department	ASU ID
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Regular Classified, Service Professional, and Administrative employees are eligible for Compassionate Transfer of Leave

- 1) Pending approval from their Department/College and Human Resources
- 2) Subject to the availability of funds
- 3) If the employee meets all of the following conditions
 - a) The employee has passed their initial probationary period
 - b) The employee's illness or injury is confirmed in writing by a physician chosen by the employee subject to reconfirmation by a physician chosen by the University.
 - c) The employee is unable to perform the essential functions of his or her job held at the time of illness or injury and the anticipated duration of the illness or injury is at least 45 calendar days.
 - d) The employee has exhausted all forms of paid leave

In accordance with SPP 702-04, the policy on Compassionate Transfer of Leave, I request that donated vacation leave hours be transferred to my sick leave balance. I understand that the Department/College and Human Resources must approve my request prior to the transfer of any hours that have been donated.

Please solicit vacation leave hours from my

- Work Unit
- Department
- University community

I understand that I may not personally solicit donated vacation leave hours from employees. I also understand that the solicitation made on my behalf will be general in nature and will not divulge personal information

Signature of Employee Requesting Donated Hours	Date
Supervisor's Signature	Date

INSTRUCTIONS:

1. The employee requesting donated hours should carefully read and complete this form, and submit it to their supervisor for Department/College approval and signature.
2. If the employee is unable to complete the form, the employee's supervisor may complete and submit the form on their behalf with the employee's approval.
3. The employee's supervisor completes the Compassionate Transfer of Leave Request Memo and submits it along with the required paperwork to ***Steffany Knirsch, HR Director, ASU West Campus, Mail Code 2051***
4. The supervisor should retain copies for the employee's confidential file.