

**LARAMIE COUNTY
TEMPORARY SICK BANK DONATION FORM**

Donations to the temporary sick bank can be made by any employee that has a minimum sick leave balance of 80 hours. There is no limit to the amount of hours an employee can donate as long as the donation does not put them below a balance of 72 hours.

Donations will not be deducted from sick leave accruals until they have been used.

COMPLETE THIS SECTION FOR DONATION OF SICK LEAVE

Department _____

Name of Employee choosing to donate sick leave _____

Hours donated _____

Employee's Signature _____ **Date** _____

SUBMIT THIS FORM TO HUMAN RESOURCES