



ONE LEAVE DONATIONS GIVING FORM

The hours of One Leave you gift will be deducted from your One Leave account and the equivalent hour value will be added to the One Leave account of the recipient. If you desire to provide a gift of One Leave to another person within our organization (who is dealing with a serious illness or medical emergency) please provide the following information, sign and send this to Human Resources. Your participation in this program is voluntary. However, One Leave Donations are administered in accordance with the One Leave Donation Guideline. You can obtain a copy of the Guideline from your HR representative.

Transfer From:

Employee Name:

Employee Number:

Phone #:

Hours Gifting:

Transfer To:

Employee Name:

Location:

General One Leave Pool

I elect to donate hours and understand that if donated hours are in excess of the recipient's needs, the excess hours will be donated to a General One Leave Pool to be used by any qualified employee.

Please note - Employees who will have One Leave in excess of 750 hours at the end of the year, may make a yearend donation to the General One Leave Pool. These requests must be submitted to Payroll by December 1st.

I MAKE THIS GIFT FREELY, WITHOUT RESERVATIONS OR CONDITIONS AND UNDERSTAND IT IS IRREVOCABLE.

Electronic Signature of Employee

Date

Human Resources Acknowledgment

Date

A copy of this One Leave gift will be maintained in your Ultipro file for documentation purposes only.