

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:

Retiring employees may donate their entire remaining balance of sick leave.
Terminating employees may donate a maximum of 24 hours. Contributions must be made in eight (8) hour increments.

Signature

Date

HR Leave Coordinator

VPHR/Assoc HR Director

Date Processed