

## One-Time Donation – Unclassified Donated Leave Bank

Pursuant to the *Unclassified Donated Leave Bank* policy, unclassified professional staff who are enrolled in the Unclassified Donated Leave Bank may choose to make a one-time donation of sick leave in addition to the annual 8-hour donation. This one-time donation may not cause the employee’s sick leave balance to fall below 40 hours.

Should you have any questions, please do not hesitate to contact Human Resources at [hr@wou.edu](mailto:hr@wou.edu) or (503)838-8490.

General Information	
<b>Employee Name:</b>	
<b>V#:</b>	
<b>Date of Request:</b>	
<b>Department:</b>	
<b>Position Title:</b>	
<b>Hire Date:</b>	
<b>Email:</b>	

Additional Donation
I would like to make a one-time donation of _____ hours of sick leave to the Unclassified Donated Leave Bank.

By signing below, I agree to the following:

1. I am already enrolled for membership in the Western Oregon University Unclassified Donated Leave Bank.
2. My current sick leave balance will not drop below 40 hours due to this one-time donation.
3. I understand that this one-time donation will be reflected on next month’s leave accruals.
4. I understand that this one-time donation is in addition to the deduction of 8 hours of sick leave annually in January from my accrued sick leave bank.

Signature	Date

Please return this completed form to Human Resource via hard-copy or via email to [hr@wou.edu](mailto:hr@wou.edu).