

# LEAVE DONATION FORM

Print this form, fill out, sign and submit to your Personnel Department

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## DONOR INFORMATION

<b>Name:</b>	<b>Title:</b>	<b>Salary Grade:</b>
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<b>Negotiating Unit:</b>	<b>Payroll Item Number:</b>	<b>Social Security Number:</b>	<b>Work Phone Number:</b>
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<b>Work Unit/Location:</b>
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## RECIPIENT INFORMATION

<b>Name:</b>  <b>James Costello</b>	<b>Work Unit/Location:</b>  Woodbourne Correctional Facility Riverside Drive Woobourne, NY 12788
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## NUMBER OF VACATION DAYS DONATED

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**AUTHORIZATION:** I hereby authorize the Personnel/Payroll Office to deduct from my vacation balance the number of days indicated above to be used as sick leave by the recipient named above. I certify that the days donated are not days I would otherwise forfeit and that this donation does not cause me to drop below a balance of ten days of vacation as of the date this donation is submitted.

<b>Date:</b>	<b>Signature of Donor:</b>
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