



Compassionate Leave Transfer Authorization

Denver Seminary policy allows for the transfer of personal leave hours from one benefit eligible staff member to another who is experiencing a serious hardship and whose request for Compassionate Leave has been approved through the established process.

Staff members making a Compassionate leave transfer must have completed 90 days of employment with Denver Seminary.

Transfers will be made in whole hour units but cannot exceed 24 hours.

Donations will only be received until the need is met and will be accepted on a first-come first-served basis.

I hereby authorize the transfer of _____ hours of personal leave from my leave balance to that of:

(Print the Recipient's Name)

(Department)

This is a voluntary gesture on my part and, once accepted, is irrevocable.

(Print the Donor's Name)

(ID Number)

(Signature of Employee/Donor)

FOR PAYROLL USE ONLY:

Compassionate Leave Approval Date: _____

Date Leave Transferred: _____

Donor's Leave Balance: _____

Recipient's Compassionate Leave Balance: _____