



Human Resources Department

Crisis Leave Pool Donation Form

This form is used by employees to donate unused annual leave to the crisis leave pool.

Employee Name CWID

Mailing Address

I am (check on that applies): Unclassified Classified in permanent status.

Number of hours donated
(note must be a minimum of 4 hours, not to exceed 240 hours - whole hour increments only)
No employee can donate unless they will have a remaining balance of 120 hours.

Please check if leaving employment at BPCC. Donations at separation/retirement are limited to 120 hours. Yes No

I, the undersigned employee, voluntarily, without coercion or pressure, donate the specified hours listed above of my earned annual leave. I understand that the voluntary donation is irrevocable and will reduce my annual leave balance by the number of hours stated. I understand that my identity as a donor will be kept confidential. I understand that I may not stipulate who is to receive the donation of leave.

Employee Signature

Date



Approval *:

Date

* If your donation is not approved in whole or in part, a memo of explanation will be returned to you with this form.

This donation to crisis leave form must be submitted to the Leave Pool Manager, Human Resource Department.

Human Resource Office contact Information - Telephone 318-678-6040, Fax 318-678-6411