



Leave Donation- Donor Request Form

Manheim Township recognizes the importance of supporting employees who may face challenging situations that require extended time off from work due to illness, personal emergencies, or other unforeseen circumstances. The Leave Donation Policy has been established to enable employees to donate their accrued sick, personal, and vacation time to colleagues in need, fostering a sense of community and support within our organization. Please complete the following form to donate hours to the Township's Leave Donation Bank.

Donor Name	Phone
Department	Email

I would like to voluntarily donate the following hour(s) of my accrued, unused paid leave to the Leave Donation Bank.

- ☐ _____ hours of Sick Leave
- ☐ _____ hours of Personal Leave
- ☐ _____ hours of Vacation Leave

By signing this document, I acknowledge that I am voluntarily donating the hours specified above, I meet the eligibility criteria set forth in the Leave Donation Policy, and I understand that this will reduce my available accrued, unused paid leave balance(s) by the hours indicated above.

Employee's Signature

Date

To Be Completed by Human Resources

<input type="checkbox"/> Approved	By: _____	Date: _____
<input type="checkbox"/> Denied	By: _____	Date: _____
If denied, reason:		

Current Available Leave Hours:	_____ hours of Sick Leave _____ hours of Personal Leave _____ hours of Vacation Leave
Donated Hours:	_____ hours of Sick Leave _____ hours of Personal Leave _____ hours of Vacation Leave
Remaining Balance After Donation:	_____ hours of Sick Leave _____ hours of Personal Leave _____ hours of Vacation Leave