



Fill out and print form.

Name UT EID

Department

All remaining hours

Number of hours I want to contribute

I authorize Human Resources to deduct the specified hours from my sick leave balance.
I acknowledge I have informed my department of this sick leave donation.

Signature of employee

Date

It is the responsibility of Human Resources to deduct the contribution from the employee's balance, and the deduction will show up on the next vacation/sick leave report.

forward to Human Resources, Stop J5600.

Notice Concerning Your Information

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