



## *DONATION OF SICK LEAVE*

Employees with more than 10 sick days accrued may donate up to 3 days each calendar year to another employee who may be in need of sick days in addition to their balance. The sick day donation process will be administered by the Human Resources Director. In no event will an employee be permitted to reduce their personal balance to less than 10 days after the donation.

### MEMO TO EMPLOYEES

**To:** John Smith  
**From:** HR  
**Date:** October 2, 2009  
**Re:** Donation of sick days

In January 2005, Kohl Children's Museum created a new policy to our employee manual in which employees with more than 10 sick days accrued may donate up to 3 days each calendar year to another employee.

At this time, we have an employee who is in need of sick time, but does not have any vacation, sick or personal time available. According to our records, you are eligible to donate up to \_\_\_\_\_ sick days.

If you are interested in donating any sick days, please complete the information below and return to me by \_\_\_\_\_ Date.

Thanks

Human Resources

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I would like to donate \_\_\_\_\_ sick day(s) to the eligible employee. I understand that 7.5 hours per day will be deducted from my sick day balance, leaving me with no less than 75.0 hours (10 days) of sick days accrued.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date