



Outside Agency Donation of Annual Leave Credits for Leave Donation Program

Instructions: Employees donating annual leave credits to an employee outside of your own agency, must complete this form and return it to the Business Services Center (BSC), Benefits Unit either by fax, e-mail, or mail (information above). If donating to an employee in your agency, please use the Intra-Agency Leave Donation Form (BSC B-15). Please note that contributions of annual leave to the Leave Donation Program are voluntary.

The BSC will deduct the number of donated days from your annual leave accruals in your LATS time record. Once the donated time is deducted from your accruals, the deduction will be recorded in your audit history.

A confirmation of the accruals you donate will be sent to you. Accruals which are not used by the recipient, will not be returned to you. If you have any questions regarding the leave donation program or the deduction of leave donations from your timecard, please contact the BSC Benefits Unit at (518) 457-4272 or by e-mail at BSCBenefitsAdmin@ogs.ny.gov.

Donor Information form with fields for First Name, Last Name, Employee ID, Negotiating Unit, Agency Name, Work Address, Work Phone, Regular Work Week, Percentage Worked, Time records are recorded in, Supervisor's Name, Name of employee you are donating to, # Annual Days Donated, and Recipient's Agency.

Certification:

I am donating the annual leave days indicated above to be used as sick leave by the recipient employee. I certify that the days donated are not days I would otherwise forfeit and that this donation does not cause me to drop below a balance of ten days of annual leave as of the date of this donation.

Employee Signature

Date

Donor's Agency Certification:

I certify that the number of annual leave day(s) donated has been deducted from the total amount of annual leave; that a balance of 10 days of annual leave remains as of the date of the donation; and that the information provided by the donor is correct.

Human Resources Representative Signature

Date