NEW YORK STATE | Office of General Services
Business Services Center

Human Resources, Benefits Unit
Building 5, 4th Floor
W. Averell Harriman State Office Campus
1220 Washington Avenue
Albany, NY 12226-1900
Email: BSCBenefitsAdmin@ogs.ny.gov
Website: https://bsc.ogs.ny.gov/
Phone: 518-457-4272 | Fax: 518-457-1879

Intra-Agency Donation of Annual Leave Credits for Leave Donation Program

Instructions: Employees donating annual (vacation) accruals for a participant in the Leave Donation Program (within your own agency) must complete this form and return it to the Business Services Center, Benefits Unit either by fax, email, or mail (information above). If donating to an employee in another state agency, please use the Outside Agency Leave Donation Form (BSC B-16).

Contribution to the Leave Donation program is voluntary. The BSC will deduct the number of donated days, in full day increments, from your annual (vacation) accruals. The deduction will be recorded in your audit history in LATS and a confirmation of the donated accruals will be sent to you. Unused donated accruals will be returned to you by written notice.

For questions, please contact the BSC by email at: BSCBenefitsAdmin@ogs.ny.gov.

Donor Information			
First Name	**Last Name**	**Employee ID: N**	**Negotiating Unit** ☐ CSEA ☐ MC ☐ PS&T ☐ DC-37 ☐ NYSCOBA
Agency Name		**Work Email Address**	**Work Phone Number**
Recipient Information			
First Name	**Last Name**	**Agency Name**	

 # Annual Days Donated: _____

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**

BSC Benefits Use:
I have reviewed the donor's time record for eligibility and have deducted the number of annual leave day donations.

_____ _____
BSC Benefits Unit Representative Signature **Date**