MEMORANDUM

To: University Administrators, Managers and Staff

From: Melanie DeSantis, Executive Director, Human Resources

Date: May 7, 2018

Re: Leave Donation Request

Mr. Patrick Kulp has been employed by Millersville University for over 16 years in the Moving Department. Due to his own serious health condition, he has used all of his available paid leave.

Mr. Kulp has requested leave donations from his fellow employees to help him cover his absences. The leave donation program allows that permanent employees may donate up to five days of annual and/or personal leave to management or union employees whose union has agreed to participate in the plan to be used for the catastrophic or severe illness/injury of an employee or family member.

The following employee groups may donate annual and/or personal leave to Mr. Kulp: Managers, AFSCME, SPFPA, and OPEIU. *To donate up to five days of annual and/or personal leave to Mr. Kulp, please complete the attached form and return it to Linda Spak in the Office of Human Resources*.

Please contact Human Resources at extension 4950 if you have any questions regarding this announcement. On behalf of Mr. Kulp, please accept our gratitude in advance for your generous consideration.

Date & Time Received	



PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION REQUEST TO DONATE LEAVE

DONOR				
Name of Donor	Personnel Number			
Name of Bonor	Tersonner ryumoer			
University	Department			
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	ersonal leave to the recipient named below may be made in the donate days of my earned annual leave balance a			
Name of Recipient	 Department			
-	•			
My current annual leave balance is My current personal leave balance is				
separates prior to using my donated leave, the	ntary and the leave donated is non-refundable unless the recipie family member's condition no longer requires the recipie the end of the leave calendar year and is not expected to be	nt's absence, or the		
I also understand that the recipient will not be provided with my name or donation amount; however, I may inform the recipient of my donation.				
Donor Signature	Date			
HUMAN RESOURCE OFFICE				
hours of annual were deducted from the donor's quota on				
hours of personal leave were deducted from the donor's quota on				
Donations sufficient to cover the recipient's expected absences were received prior to this Request to Donate Leave form.				
Employee is not eligible to donate leave Reason:				
Reason.				
				
HR Director Signature	Date	12/7/05		