

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

Form for donor information including Name of Donor, Personnel Number, University, Department, and a statement of understanding regarding leave donation.

HUMAN RESOURCE OFFICE

Form for HR Office processing, including checkboxes for leave deduction, a reason for ineligibility, and signature/date fields for the HR Director.