



UW

Human Resources

SICK LEAVE DONATION REQUEST

The Donated Sick Leave Policy is outlined in the [Employee Handbook](#). To request donated sick leave, please complete the following information and submit the completed form to the Human Resources-Benefits Office. Donations from employees must be received in the HR Benefits unit before the full-time [payroll deadline](#) to avoid incurring leave without pay. If you have questions, please email Christian Carter at ccarter8@uwyo.edu.

(please type or print)

Name _____ Employee WyoCloud ID# _____

Department _____ Phone Number _____

Employees are eligible for donated sick leave if they are eligible for leave according to the Family and Medical Leave Act (FMLA). If FMLA has not been requested, please contact the Human Resources Benefits office for information regarding FMLA.

Send completed form to Christian Carter at ccarter8@uwyo.edu.