



DONATED SICK LEAVE FORM

Donated Sick Leave is for an employee on an approved FMLA or MT Maternity Act leave in which the employee is “medically unable to work” and they have exhausted all of their own accruals.

Donor’s Name (print):

Donor’s Department:

Name of employee requesting donations:

Number of Sick Leave hours donated:

By signing this form, I understand that:

- This is a voluntary donation.
- The maximum Sick Leave hours the donor can donate to one individual in a one-year period is 480 hours.
- Donations are on a first-received, first-used basis.
- When needed, donated Sick Leave hours are deducted from the donor’s Sick Leave accrual bank, and the donation does not affect the donor’s Sick Leave Incentive.
- When used, only the amount of Sick Leave hours needed will be deducted from the donor’s Sick Leave accruals regardless of the total amount donated.
- If Sick Leave hours were donated, but not needed, then this donation will expire 90 days from the date, it was received, unless the donor contacts Human Resources to retract the donation prior to use or expiration.
- “Donation of Sick Hours” in the earnings section of the donor’s paystub or in the donor’s portal will be notification that Sick Leave hours have been donated.

Donor’s Signature:

Date:

Please email completed form to HR@billingsmt.gov

To be completed by the Human Resources/Payroll:

Recipient:

FMLA Eligible Yes No If not FMLA eligible, MT Maternity Act applies Yes No

Date form received in HR: