



Utah County has a leave donation guideline that allows department employees to donate vacation leave (or sick leave in the case of COVID-19, or HR Director Approval) to another department employee who is absent on extended leave and has exhausted their paid leave.

The total number of hours that will be added to the absent employee's leave balance is based on a conversion using their pay rate.

I, _____, would like to donate _____ hours of my:
Print Name

Vacation leave

Sick leave (must be COVID-19 related only, or HR Director approval)

to _____.
Employees name to receive donation

Signature

Date

Please return the signed form to the Office of Human Resource Management

Email: Humanresources@utahcounty.gov

FAX: 801-851-8166

For Office Use Only

Beg PP Date

Adj Beg Bal

Leave Type

Initials

Completed on