



# PITTSYLVANIA COUNTY VIRGINIA

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## DONATION OF VACATION LEAVE

Employees may voluntarily donate vacation leave to another employee who has exhausted his/her sick and vacation leave due to an extended non-job related accident or illness, or for an emergency situation. Only Vacation Leave can be transferred or donated to another employee for use as sick leave.

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

NAME OF EMPLOYEE DONATING TO \_\_\_\_\_

TOTAL NUMBER OF HOURS DONATED \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator / Supervisor Signature

\_\_\_\_\_  
Date

***Note: Once vacation leave is donated the County is unable to return such leave.***