



University Payroll Services

To: Amy Stokes

From: Payroll Services/Time and Attendance

Date: 11/16/11

RE: Leave Donation Program – UUP and M/C

Donated Leave Program

I will accept and use donated leave credits.

Choose One:

I wish to use as full day units and remain at full pay.

I wish to use as half day units and be paid at half time rate.

I will not accept and use donated leave credits.

During the period of time you use donated leave you are not eligible to earn accruals even though you are on the payroll and you will have to charge donated leave even for holidays.

We will keep you advised on the amount of time donated at appropriate times and how long you can still remain on payroll in paid status.

The donors remain anonymous and if you do not need to use the credits (or part of those credits) that have been donated; they are restored to the donors.

Please return this form to Payroll Services/Time and Attendance, 404 Administrative Office Complex. If you have any questions, please call (716) 673-3775.

Signature _____

Date _____