



COLUMBUS STATE UNIVERSITY

SHARED SICK LEAVE PROGRAM - ENROLLMENT FORM

Employee Name: Department: Employee ID: E-Mail: Phone #: Supervisor: Hire Date:

I have successfully completed my provisional period: Yes No

I wish to donate hours of sick leave (8 hour minimum and 80 hour maximum) (pro-rated for part-time employees) to be used as part of the Shared Sick Leave Program. The leave will be transferred to the sick leave pool effective January 1, unless otherwise notified.

Enrollment Date:

I hereby acknowledge the following:

- I agree that my donation is strictly voluntary.
I understand that I must donate a minimum of eight (8) hours and retain at least 40 hours of sick leave in my own account when donating sick leave. Hours are pro-rated for part-time employees.
I agree that the hours that I am donating have already been accrued.
I understand that after my leave donation has been charged against my leave balance, it is irrevocable and cannot be withdrawn.
I understand that if the leave pool is depleted, I will be notified and automatically charged eight (8) hours, unless I wish to withdraw at this time.

I have read and understand the policies related to the Shared Sick Leave Program and agree to participate by signing my name and dating below.

Employee Signature: Date:

INSTRUCTIONS: Please complete and return this Shared Sick Leave Enrollment Form to Human Resources.

FOR USE BY THE OFFICE OF HUMAN RESOURCES

Leave Donation Approved Leave Donation Denied Effective Date of Leave Transfer

Denial reason and/or comments:

Signature of Program Administrator: Date: