

**JUDICIAL BRANCH OF THE NAVAJO NATION
REQUEST TO DONATE SICK LEAVE HOURS**

Donation of Sick Leave - It is the policy of the Judicial Branch of the Navajo Nation that eligibility for donation of sick leave hours will be based on the following requirements.

1. All accrued annual and sick leave is exhausted;
2. An employee may request and receive only the amount of hours necessary to fulfill unmet need for sick leave as determine by medical necessity. No employee shall be donated sick leave in excess of the requested amount;
3. An employee may donate up to 40 hours of accumulated sick leave per individual, within a calendar year, to another Judicial Branch employee for justifiable reasons with the approval by the Human Resources Director.
4. The donation of sick leave must comply with existing policy or regulation. No donation shall be made which will result in the donating employee retaining less than 120 hours of accumulated sick leave.

Part I. Donor Information

Name of Donor: _____
District Name: _____

I am hereby authorizing the donation of _____ hours of my accrued sick leave to the Judicial Branch employee requesting for sick leave pursuant to the Judicial Branch Employee's Policies and Procedures (November 8, 2010), Section 30: Sick Leave, I. Donation of Sick Leave (1-4); I also certify that the donation of sick leave hours will not decrease the balance of my sick leave below 120 hours.

Part II. Requesting Employee (RE) Information

Name of Requesting Employee: _____
Social Security No.: _____ Account No.: _____
District Name: _____

NOTE: JUSTIFICATION MEMORANDUM FOR YOUR REQUEST MUST BE ATTACHED.

Part III. Required Signatures

Donor's Signature: _____ Date: _____
Requesting Employee's: _____ Date: _____

Part IV. Human Resources Director Review

_____ Approved _____ Disapproved Reason for Disapproval: _____

Human Resources Director Date

FOR HUMAN RESOURCES USE ONLY

Donor's SL Balance: +		Donor Leave Record Updated:	
Hours Donated: -		Date:	
New Balance: =			
RE SL Balance: +		RE Leave Records Updated:	
RE AL Balance: +		Date:	
Hours Received: +			
New Balance: =			