



## Direct Sick Leave Donation – Recipient

Recipient's Full Name:	Recipients Emp. ID:
Recipient's Primary Department:	Recipient's Email:
Donor's Full Name:	Donor's Emp. ID:
Donor's Primary Department:	Donor's Email:

In accordance with Sick Leave Donation as authorized by House Bill 1771, I accept a direct donation of sick leave hours to be added to my leave account. In accepting this donation:

- I understand that donated sick leave must be used for reasons permitted in accordance with [UTA Sick Leave procedures](#).
- I understand State law expressly prohibits remuneration or gifts in exchange for donating sick leave and attest that I have not and will not give any financial payment or gift in exchange for receiving this donation.
- I understand that the donor(s) may have donated sick leave hours contingent on qualification as a medical emergency pursuant to IRS guidelines; therefore, medical certification will be required by Human Resources to make the determination for IRS qualification as a medical emergency.

**Medical Certification Requirement:**

- Yes, donation is contingent on medical emergency qualification.
  - No, donation is not contingent on medical emergency qualification.
- I understand that failure to provide proper medical documentation may impact the ability to receive donated sick leave and that timeliness in providing the medical documentation is necessary as sick leave may not be permitted retroactively.
  - I understand that hours granted contingent on qualification as a medical emergency may only be used related to absences qualified under the approved certified medical illness or condition. Contingent hours may not be used for any other purpose including absences regularly permitted in accordance with UTA Sick Leave and it is my obligation to ensure proper usage of donated sick leave only for the certified condition.
  - I understand that if my need for leave is eligible for sick leave pool consideration that I must apply, utilize and exhaust any eligible sick leave pool hours prior to accepting or using donated sick leave.
  - I understand that donated sick leave does not transfer to another state agency, cannot be paid to my estate, does not qualify for retirement service credit or increase state service or longevity calculations and is not eligible for restoration upon re-employment.
  - I understand that my employing department will be notified that I have accepted donated sick leave.

\_\_\_\_\_  
 Employee Signature (Recipient)

\_\_\_\_\_  
 Date

**HR LEAVE OFFICE USE:**

Date form initially sent to recipient: \_\_\_\_\_

Medical certification received:  Not applicable  No, donation denied  Yes, date received: \_\_\_\_\_

Medical emergency qualification determination:

Yes, considered tax-exempt  No, considered taxable (requires tax form to payroll)

Medical condition certified through date (if applicable) \_\_\_\_\_ (recertification required beyond stated date)

Number of donated hours approved: \_\_\_\_\_ Date processed in leave system: \_\_\_\_\_

\_\_\_\_\_  
 Human Resources Signature

\_\_\_\_\_  
 Date

FORM SUBMISSION  
 Office of Human Resources, Leave Management  
 1225 West Mitchell, Box 19176  
 Arlington, TX 76019