



**University Health Professionals (UHP) Local 3837 and
American Association of University Professors (UCHC-AAUP)**

Sick Leave Donation Form

University Health Professionals Local 3837 (UHP) and American Association of University Professors (UCHC-AAUP) members may donate accrued time to UHP bargaining unit members who qualify for sick leave donations as described in Article 11 of the UHP contract.

Donations from UHP members must be made in units of four (4) hours or eight (8) hours, and may be taken from accrued vacation time and compensatory time.

Donations from AAUP members must be made in units of eight (8) hours not to exceed a total of 40 hours per calendar year, and may be taken from accrued vacation time.

Employee Receiving Donated Time:

Name: _____ Department: _____

UHP Member (Donor) Information:

Employee ID #: _____ Name: _____
Time Being Donated (must be in units of 4 or 8 hours):
Vacation Time _____ hours
Compensatory Time _____ hours

AAUP Member (Donor) Information:

Employee ID #: _____ Name: _____
Time Being Donated (must be in units of 8 hours):
Vacation Time _____ hours (limited to a maximum of 40 hours per calendar year)
If time was previously donated this year, please indicate how many hours and to whom

Signature of Donor _____ **Date** _____

The completed form must be returned to Human Resources (fax 860-679-4660 or MC 4035).
Please retain a copy for your records.