

**CRISIS LEAVE PROGRAM**  
**DONATION FORM**

I authorize Northwestern State University to deduct \_\_\_\_\_ hours\* of accrued annual or sick leave (**please circle one**) and place in the Crisis Leave Program pool. This donation is irrevocable and will not be refunded to me. I understand I only can donate a maximum of 16 hours of accrued leave every fiscal year, unless I voluntarily make a one-time donation of up to a maximum of 40 hours of leave at the inception of the program. **Both of these** donations are subject to the 120-hour minimum balance rule. An employee also may make a voluntary one-time donation of 40 hours at separation **NOT** subject to the 120-hour minimum balance rule.

*\*Minimum donation is one (1) day or 8 hours. Currently: 12-month employees may donate annual and/or sick leave; 9-month faculty may donate only sick leave (unless you have accrued annual leave); classified staff may only donate annual leave (may be subject to change after Civil Service review).*

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CWID

Complete the section above and route through your supervisor/budget unit head to the Payroll Department.