

## CHAMPAIGN COUNTY SICK LEAVE TRANSFER

Champaign County allows for sick time donation between employees. Employees may voluntarily choose to donate their sick time to a fellow coworker. Donations are by the hour, and each hour donated is received as one hour of sick leave by the recipient. Once the sick time has been donated, it cannot be reclaimed.

To donate sick time, complete the form below and email it to [hr@champaigncountyil.gov](mailto:hr@champaigncountyil.gov).

### Champaign County Sick Time Transfer Request

I, \_\_\_\_\_ would like to transfer \_\_\_\_\_ hours of my sick time to \_\_\_\_\_ . I understand that once I transfer this time it cannot be reclaimed.

If the recipient asks for a list of people and amount donated to them, how do you want to be listed?

☐ Include my name and amount      ☐ List me as anonymous

Signed: \_\_\_\_\_

Date: \_\_\_\_\_