Compassionate Leave Donor Form

Employee: Complete and submit this form to Human Resources Department
Fax: 904.209.2414 **Email:** bccbenefits@sjcfl.us

I, _____, have read and understand the St. Johns County
(Print Name)
Compassionate Leave Policy (Administrative Code Section 408). I understand I must maintain a minimum leave balance following a donation and that my hours will be used as needed and taken from my accrued leave.

I voluntarily donate ☐ hours (minimum of 8 hours) of my vacation leave for Compassionate Leave use to be used by:

☐ Non-specified employee approved for Compassionate Leave hours

☐ _____
(Employee Name)

By signing below, I certify that I have not been directly or indirectly solicited or coerced into donating these hours.

_____ _____
Employee Signature Date Signed

_____ _____
Department Employee #

For Use by HR Department

Date Received		**Donor Minimum Leave Balance**	
Additional Notes			

cc: HR Department