**INSTRUCTIONS:** Please Type or Print Clearly and forward to HR for approval. The above-named employee is eligible to donate the following leave effective:  

**SECTION II – DEPARTMENT**

The cash value of these hours will be credited to the shared leave account of the designated employee. As applicable, this amount will be charged to your department budget as it is used by the designated employee.  

**SECTION III – HR OPERATIONS OFFICE**

(HR Operations: Upon Completion, return two copies to Department [Department copy and Donor copy]. Make copies for employee file and Shared Leave File)

<table>
<thead>
<tr>
<th>Name of Department Contact Responsible for Maintaining Leave Record:</th>
<th>Contact Phone:</th>
<th>Contact Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Administrator or Manager (print or type):</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
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</table>

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<thead>
<tr>
<th>Name of Budget Authority (print or type):</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

University of Washington | Human Resources  
Revised: 04/28/15
<table>
<thead>
<tr>
<th>HR OPERATIONS OFFICES</th>
</tr>
</thead>
</table>
| Harborview Medical Center  
Medical Centers Human Resources  
325 Ninth Avenue  
Seattle, WA  98104-2499  
Box 359715  
Voice: (206) 744-9220  
Fax: (206) 744-9955 | UW Medical Center Operations  
BB150 UWMC  
Box 356054  
1959 NE Pacific  
Seattle, WA 98195  
Voice: (206) 598-6116  
Fax: (206) 598-4610 | Campus HR Operations  
Roosevelt Commons West  
Box 354963  
4300 Roosevelt Ave NE  
Seattle, WA 98195-4963  
Voice: (206) 543-2354  
Fax: (206) 685-0636 |