



**Red Rocks Community College  
Classified Forum**

**Classified Employee Donation of Annual Leave Form**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**S Number:** \_\_\_\_\_

**Number of Annual Leave hours to be donated:** \_\_\_\_\_

**Signature of Donator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I understand that my contribution is voluntary and my annual leave balance will be decreased by the amount I contribute. I certify my contribution will not result in a negative leave balance. All donations of leave are permanent, nonreversible and confidential.*

**Please return this signed document to Human Resources. Thank you!**

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**For Human Resources Office Only**

**The above named employee's annual leave balance has been reduced by \_\_\_\_ hours.**

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**Human Resources Signature**

**Date**