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| **ShareLeave One-Time Donation Form** | |
|  | Date |
|  |  |
|  | Last 4 Digits of Social Security Number |
|  | \*\*\* - \*\* - |
|  | Last Name, First Name |
|  |  |

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| **One-Time Donation to Employee Pool:** | | | | |
| I wish to donate |  | hours of **Annual Leave** to the ShareLeave – Employee Pool | | |
| I wish to donate |  | hours of **Federal Comp** to the ShareLeave – Employee Pool | | |
| I wish to donate |  | hours of **State Comp** to the ShareLeave – Employee Pool | | |
| I wish to donate |  | hours of **Holiday Comp** to the ShareLeave – Employee Pool | | |
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| **One-Time Donation to Family Pool:** | | | | |
| I wish to donate |  | hours of **Annual Leave** to the ShareLeave – Family Pool | | |
| I wish to donate |  | hours of **Federal Comp** to the ShareLeave – Family Pool | | |
| I wish to donate |  | hours of **State Comp** to the ShareLeave – Family Pool | | |
| I wish to donate |  | hours of **Holiday Comp** to the ShareLeave – Family Pool | | |
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| **One-Time Donation to Foster and Adoptive Placement and Care Pool:** | | | | |
| I wish to donate |  | hours of **Annual Leave** to the ShareLeave – Foster and Adoptive Placement and Care Pool | | |
| I wish to donate |  | hours of **Federal Comp** to the ShareLeave – Foster and Adoptive Placement and Care Pool | | |
| I wish to donate |  | hours of **State Comp** to the ShareLeave – Foster and Adoptive Placement and Care Pool | | |
| I wish to donate |  | hours of **Holiday Comp** to the ShareLeave – Foster and Adoptive Placement and Care Pool | | |
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| **Employee Signature** | | |  | **Supervisor Signature** |