



WILLIAM & MARY

CHARTERED 1693

WILLIAM & MARY / VIMS

Leave Share Program

Donor Form

I wish to donate the number of hours of annual leave shown below. I understand that I cannot reclaim my donated leave, unless my leave donor form has not yet been processed.

Date	
Name	
Banner ID	
Phone Number	
Annual leave hours donated (8.00 hour increments required)	

Recipient (check one):

<input type="checkbox"/>	Anonymous
<input type="checkbox"/>	Specific recipient. Enter name:

Donor Signature:

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*** Office of Human Resources Use Only ***

Recipient Banner ID	
HR Representative	
Date	
Banner Entry Date	