

# ROUTT COUNTY HUMAN RESOURCES

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## MEMORANDUM

**TO:** All Employees  
**FROM:** Human Resources  
**DATE:**  
**RE:** Sick Leave Donations

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Routt County established a policy in 1993 that enables employees to transfer up to 40 hours of sick leave to another employee. Please see the attached policy.

Employee Name, from the Department Name Department, is requesting sick leave donations for Reason for Absence.

As of Date, Employee Name has \_\_\_\_\_ hours of accrued Sick Leave, \_\_\_\_\_ hours of Vacation and \_\_\_\_\_ hours of Personal Leave. He/She would greatly appreciate donations of sick leave to help 1) take care of her new baby for the full 12 weeks or 2) cover the time needed for his/her recovery.

If you would like to donate sick hours to Employee Name, please complete the attached transfer form, have your Elected Official or Department Head sign the authorization portion and return the form to the Human Resources Office by Date.

Thank you for your kind consideration and generosity!