

1. Download and complete the [UCPEA Sick Leave Bank Donation Form](#) (linked and on page 2).
2. Note your donation when completing your **July 12-25, 2024**, timecard:
 - For **holiday time**, enter your donation in positive values of 3.5 hours (half day) or 7 hours (full day) increments using the HDE time code.
 - For **vacation time**, enter your donation in negative values of -3.5 (half day) or -7 hours (full day) increments using the VDE time code. Please do not record the donated time as you would if you were taking the time off.
3. Add a comment to your timecard after you submit your hours by clicking the “Reported Time Status” tab where you can add a comment about your donation on the right side of the list.
4. Print a copy of your online timecard and attach it to your completed donation form.
5. Email the completed form and a copy of your timecard to Bethany Remeika, Leave Administrator in Human Resources at bethany.rameika@uconn.edu.



UCPEA Local 3695 Sick Leave Bank Donation Form

The UCPEA Sick Leave Bank is one of our most important contractual benefits providing an essential safety net for UCPEA represented employees experiencing or caring for a dependent spouse or child experiencing serious and catastrophic illness or injury.

I hereby donate the following amount of my accrued time to the UCPEA *Sick Leave Bank*:

Note: the amount of time must be in full (7 hours) or half-day (3.5 hours) increments. Please refer to the instructions (linked) on how to correctly note your donation on your July 12-25, 2024, time card.

Vacation Time:

Holiday Time:

I have attached a copy of my July 12-25, 2024, time card that reflects this donation in the “comment” section.

I understand this donation is irrevocable and cannot be assigned for any specific individual.

Signature

Date

Printed Name

Employee Number

Campus Address

Department

Phone Number

Email Address

RETURN TO:

Human Resources

Bethany Rameika

Bethany.Rameika@uconn.edu

Please do not submit to Payroll.