

## **Paid Leave Transfer**

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<b>Name of Employee</b>	
<b>Number of Days to Transfer</b>	
<b>Employee to Receive Transfer</b>	
<b>Signature</b>	
<b>Date</b>	

You may donate two (2) Paid Leave days per year. An employee may receive not more than twenty (20) days of donated Paid Leave per year.



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