Employee Interagency Annual Leave Contribution and Restoration

THIS SECTION TO BE COMPLETED BY CONTRIBUTOR			
Contributor's Name		Contributor's Social Security Number	
Agency	Division	Section	Unit
Contributor's Work Phone		Number of Hours to be Contributed	
Recipient's Name		Recipient's Agency/Division/Section/Unit	

❑ I am a member of the recipient's family; **I am** the recipient's….

❑ Spouse ❑ Child (natural, adopted, step or foster) ❑ Parent (natural, adopted, step or foster)

❑ Brother/Sister ❑ Grandchild ❑ Grandparent

❑ Brother/Sister-in-law ❑ Son/Daughter-in-law ❑ Father/Mother-in-law

❑ Aunt/Uncle ❑ Niece/Nephew

Under the provisions of Personnel Rule R-2-403, I wish to contribute the number of hours of annual leave entered above to the recipient. I understand that all unused annual leave I have contributed to the recipient will be returned to me on a proportional basis as determined by my agency's payroll office. By my signature as contributor, I certify that my relationship to the recipient is as indicated above. Misstatement of my relationship to the recipient may subject me to disciplinary action in accordance with A.R.S. 41-770.

Contributor's Signature	Date

Disclosure of the employee's social security number is mandatory pursuant to ARS § 38-612(E) and 42 USC 405(c)(2)(C). The social security number shall be used for the administration of payroll deductions and for federal and state tax reporting purposes.

TO BE COMPLETED BY THE CONTRIBUTOR'S PAYROLL OFFICE			TO BE COMPLETED BY THE RECIPIENT'S PAYROLL OFFICE	
The number of hours shown below has been removed from the contributor's accrued annual leave balance and is to be transferred to the sick leave balance of the recipient.			**The number of hours shown below has been posted to recipient's sick leave balance.**	
Number of Hours Contributed	Dollar Value of Hours Contributed		Number of Hours Posted to Recipient	
Processed by		Date	Processed by	Date

Restoration of Unused Previously Contributed Annual Leave

TO BE COMPLETED BY THE RECIPIENT'S PAYROLL OFFICE			TO BE COMPLETED BY THE CONTRIBUTOR'S PAYROLL OFFICE	
The number of previously contributed hours shown below was not used by recipient and is to be restored to contributor's annual leave balance.			**The number of hours shown below has been posted to contributor's leave balance**	
Number of Hours Unused	Dollar Value of Unused Hours		Number of Hours Restored to Contributor	
Processed by		Date	Processed by	Date

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