

Statewide Solicitation Language For Employee (Senate Bill 28)

Please forward to your staff:

Employee's Name is a **job title** for the **agency name** and has been out of work since **date** due to an illness.* **His/her** return to work date is **date**. As of **date**, **He/she** has used all of **his/her** leave in accordance with Senate Bill 28.

If you are interested in donating to **employee's name**, please contact your Human Resources Representative for the donated leave forms also available online from the Human Resource Management website at http://www.delawarepersonnel.com/employee/donated_leave. Please read all information provided and complete the donor portion of the form. Your supervisor must provide an approving signature. The completed forms should be returned to your Human Resources Representative for certification and then forwarded to **Agency Representative and agency address**, SLC: _____.

"Senate Bill 28, which was signed into law February 28, 1996, allows for an employee of the State of Delaware, with approval of his/her immediate supervisor or Director of the Division in which he/she is employed, to donate accrued sick and annual leave in equal amounts to another employee of the State. The recipient of the donated leave must have been a State employee for at least six months, have used all of his/her sick time, and half of his/her annual leave, and have established medical justification for such receipt." **Employee's name** meets all of these requirements.

Please share this notice with staff who do not have access to e-mail.

****Illness is defined as any illness or injury to the employee or to a member of an employees family which is diagnosed by a physician and certified by the physician as rendering the employee or the member of the employees family unable to work, or in the case of family member who does not work the medical equivalent of "unable to work" for a period greater than 5 calendar weeks.***