



City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001

Sick Leave Bank Donation Form

Name: _____
(Last) (First)

Department: _____ **SSN (Last 4):** _____

Sick Leave Bank Donation

Employees must have 80 hours or more of earned sick leave to donate to sick leave bank. For current employees the maximum amount of earned sick leave that can be donated is 24 hours annually. If an employee is entitled, upon termination of City Employment, to payment for accumulated sick leave hours, the employee may, in lieu of payment, donate sick leave hours to the Sick Leave Bank up to a maximum of 240 hours.

Current Year: _____ **Hours Donated:** _____

Signature _____ **Date** _____
(Employee)

Official Use Only

Is this a Terminated Employee? (circle one) **YES** **NO**

Signature _____ **Date** _____
(Official)