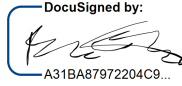


TO: All Classified and Professional Employees

FROM: Brian Mishlanie
Michael Nesci
CSEA

DocuSigned by:

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DATE: August 10, 2023

SUBJECT: Leave Donation Program – Bob Richie

The leave donation program is designed to help employees who are suffering a serious hardship due to illness or disability. One of our colleagues, Bob Richie, has exhausted all of his leave credits while on medical leave.

Individuals who would like to participate in the Leave Donation Program may donate from their vacation credits in full day units. Please keep in mind that your vacation leave balance cannot be fewer than 10 days after the donation.

The Office of Human Resources will be responsible for monitoring the donation process. You may contact Cait Dempsey and Crystal Pizarro at benefits@sunypoly.edu if you have any specific questions.

If you are interested in donating some of your leave, please complete the Leave Donation Form and send it to Benefits at benefits@sunypoly.edu. Your participation will be greatly appreciated. Information regarding individual donations will be kept confidential.