

Sample E-Mail Requesting Donations

Subject line: REQUEST FOR LEAVE SHARING DONATIONS

Aloha!

Donations of vacation leave credits or sick leave credits (for employees who do not earn vacation leave) are being solicited for _____ (enter employee's name) _____ who is (suffering from a serious health condition or is caring for a family member suffering from a serious health condition).

Any employee interested in donating vacation/sick hours to help our fellow employee should contact _____ (enter contact information) _____ and complete UH Form 68, Leave Sharing Donation Form, indicating that the donated vacation/sick leave should be applied to this employee. Donation Forms are available at the UH Systemwide Administrative Procedures section.

Thank you for your kōkua!