

ALABAMA STATE PERSONNEL BOARD
ALABAMA STATE PERSONNEL DEPARTMENT
ADMINISTRATIVE CODE

CHAPTER 670-X-14
SICK LEAVE

670-X-14-.03 Donated Leave.

Upon the recommendation of an appointing authority and the approval of the Director, an employee may receive up to 480 hours of leave donations from another employee or employees of equal or higher classification for a maximum of 480 hours in his entire state career. A lower classification may only donate to a higher classification with Board approval. The donated leave request: (1) is made in writing, (2) is justified by catastrophic circumstances, (3) is recommended by the appointing authority, (4) is acted upon prior to the leave being used, and (5) is recommended only after all other available sick and annual leave has been used. Records of such transfers shall be maintained by the Department.

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Statutory Authority: Code of Ala. 1957, §36-26-9.

History: Filed February 28, 1991. **Amended:** Filed May 20, 2015; effective June 24, 2015. **Amended:** Filed May 20, 2015; effective June 24, 2015. **Amended:** Published August 31, 2022; effective October 15, 2022. **Amended:** Published August 29, 2025; effective October 13, 2025.

Ed. Note: As per certification filed May 20, 2015, Rule 670-X-14-.03 Restoration Of Leave And Payment For Time Lost Due To On-The-Job Injury Or Occupational Illness was repealed, and Rule .04 was renumbered to .03.