

**ALABAMA STATE PERSONNEL BOARD  
ALABAMA STATE PERSONNEL  
ADMINISTRATIVE CODE**

**CHAPTER 670-X-14.03 DONATED LEAVE.**

**670-X-14-.03 Donated Leave.**

(1) Upon the recommendation of an appointing authority and the approval of the Director, an employee may receive a total of up to 480 hours of leave donations from another employee or employees of equal or lower classification for a maximum of 480 hours in his entire state career. A lower classification may donate to a higher classification pending Board approval. The donated leave request: (1) is made in writing, (2) is justified by catastrophic circumstances, ~~or~~ maternity, or adoption, (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. ~~The donated leave for the employee shall remain in effect for twelve months after donation or until used by such employee, whichever occurs first; provided however, the employee remains employed with the State of Alabama.~~

(2) For donated leave requests for adoption, the employee is required to first exhaust his or her annual leave. An employee may receive up to two weeks of donated leave per adoption. Intermittent use of donated leave for adoption is not permitted. Donated leave for adoption can only be utilized after the adoption has been finalized by the court.

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**Statutory Authority:** Code of Ala. 1975, §36-26-9

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