Attachment B **LEAVE DONATION LOG SAMPLE**

Name of	**Item No.**		**Agency**								
Recipient											
Employee											
Recipient A											
Name of Donor (include	**Neg.**	**Sal.**	**Date of**	**Total**	**Usage Record- Date Used**						
Agency if different	**Unit**	**Gra**	**Donation**	**Days**	**Amount Used**						
than that of				**Donat**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Recipient)											