

Chris Christie, Governor
Kim Guadagno, Lieutenant Governor
Richard T. Hammer, Acting Commissioner
Dennis J. Martin, Interim Executive Director

NJTRANSIT
One Penn Plaza East
Newark, NJ 07105-2246
973-491-7000

Re: Donated Leave
Donee: Michael Richert #363580
File: L-214

Sick Day Donation Form
(United Transportation Union Employees Only)

I (print name) _____, (employee #) _____,
hereby authorize New Jersey Transit Rail Operations, Inc. ("NJTRO") to deduct from my 2016
sick day bank (amount of days) ____ sick day(s), to be donated to the sick bank of UTU member
Michael Richert (#363580).

No less than one full sick day may be donated. Once donated, the leave will be for the exclusive
use of Mr. Richert subject to the terms of the NJTRO-UTU Agreement and the policies of
NJTRO. I understand that once I voluntarily elect to donate one or more sick days to Mr.
Richert, I shall forfeit any future claim to the use or payment of those days that have been
donated.

Employee signature

Date

Union Representative Signature

Date