**55:09:04:17.  Donation of leave -- Procedure.** An employee donating leave shall give written notice of the amount and type of leave being donated and the name of the recipient of the leave and the recipient's place of employment, if known. The commissioner shall maintain a register including the name of each donating and recipient employee, the total hours and type of leave donated, and the date the donation was made. If a recipient receives a donation of leave from more than one donor, the leave shall be distributed in the order received.

**Source:** 39 SDR 99, effective December 3, 2012.

**General Authority:** SDCL 3-6C-13, 3-6C-15, 3-6C-18.

**Law Implemented:** SDCL 3-6C-13, 3-6C-15, 3-6C-18.