

Request to Donate Sick Leave

AN EMPLOYEE WISHING TO DONATE SICK LEAVE DAYS TO ANOTHER DISTRICT EMPLOYEE SHALL COMPLETE THE TOP PORTION OF THIS FORM AND SUBMIT IT TO THE CENTRAL OFFICE. THE RECEIVING EMPLOYEE SHALL BE RESPONSIBLE FOR PROVIDING ANY REQUIRED STATEMENT OF NEED CERTIFIED BY A LICENSED PHYSICIAN.

NAME: _____ SCHOOL/WORK SITE: _____

EMPLOYEE IDENTIFICATION NUMBER: _____

NUMBER OF SICK LEAVE DAYS I WISH TO DONATE: _____

NOTE: The number donated may not reduce the employee's accumulated sick leave balance to less than fifteen (15) days. Certified staff may donate only to certified staff and classified staff may donate only to classified staff.

DISTRICT EMPLOYEE TO WHOM I WISH TO DONATE DAYS: _____

Employee's Signature

Date

TO BE COMPLETED BY HUMAN RESOURCES

The employee to whom sick leave days are to be donated is eligible is not eligible to receive the days based on the following criteria.

ELIGIBILITY CRITERIA TO BE VERIFIED BY HUMAN RESOURCES PERSONNEL:

- The donation will involve a transfer of sick days from certified employee to certified employee or from classified employee to classified employee.
- The donating employee's sick leave balance will not fall below fifteen (15) days.
- The receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days; and/or
- The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) days.
- As appropriate, the receiving employee's need for the absence and use of sick leave are certified by a licensed physician (as attached).
- The employee has exhausted his/her accumulated sick leave and any other paid leave granted by the Board.
- The receiving employee has complied with the District's policies governing the use of sick leave.

Signature of Superintendent/designee

Date