

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**

4200 Ashe Road

Bakersfield, CA 93313

(661) 831-8331 ❖ (661) FAX (661) 398-0669

**Donation and Authorization to Transfer Sick Leave or Time Credits**

I HEREBY FREELY AND VOLUNTARILY DONATE AND AUTHORIZE THE TRANSFER OF THE FOLLOWING DAYS OF MY SICK LEAVE TO THE Panama-Buena Vista Union School District Catastrophic Leave Bank for the current school year, as authorized by the terms of Education Code §44043.5, pursuant to the following conditions:

1. I understand that the donation shall not be construed as a waiver of any statutory right to earned and/or accumulated sick leave I might have;
2. I understand that the sick leave will not be returned to me;
3. I understand donating employees must donate a minimum of 8 hours and in one hour increments thereafter; and
4. I understand donating employees must keep a minimum of 40 hours of sick leave in their leave bank.

**TIME CREDITS DONATED TO:**

**NAME:** \_\_\_\_\_ **EMPLOYEE I.D.:** \_\_\_\_\_

**DONATING EMPLOYEE:**

**PRINT NAME:** \_\_\_\_\_ **EMPLOYEE I.D.:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SICK LEAVE:** \_\_\_\_\_ hours **OTHER IF APPLICABLE:** \_\_\_\_\_ hours

Please forward completed form to the Human Resources Administrative Assistant at the District Office.

**FOR DISTRICT OFFICE USE:**

The sick leave being donated satisfies the requirements set forth in Education Code §44043.5(b) and the provisions of the Panama-Buena Vista Union School District Catastrophic Leave/Continuation of Pay Program.

Accepted on behalf of Human Resources on \_\_\_\_\_ by \_\_\_\_\_

Director of Human Resources

A. Donating Employee's available **sick leave:** \_\_\_\_\_ hours  
 Number of hours donated: \_\_\_\_\_ hours  
 Donating Employee's revised **sick leave:** \_\_\_\_\_ hours

B. Donating Employee's available **other:** \_\_\_\_\_ hours  
 Number of hours donated: \_\_\_\_\_ hours  
 Donating Employee's revised balance: \_\_\_\_\_ hours  
 Total hours donated pursuant to this Authorization: \_\_\_\_\_ hours

**Posted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_