



ROMOLAND SCHOOL DISTRICT

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CONFIDENTIAL

Catastrophic Leave Program Donation of Sick and/or Vacation Leave

In accordance with Board Policy 4161.9 – Catastrophic Leave Program, employees may donate accrued sick and/or vacation leave to an employee who suffers from a catastrophic illness or injury and has exhausted all sick and vacation leave.

1. Eligible leave credits are defined as accrued vacation and sick leave.
2. Eligible leave credits must be donated at a minimum of eight (8) hours and in one (1) hour increments thereafter.
3. Any employee wishing to donate accrued leave credits to a specific employee under these regulations shall complete, sign and deliver this form designating the number of leave credits to be donated, acknowledging that his/her transfer of leave credits is irrevocable.
4. To ensure that employees retain sufficient accrued sick leave to meet the needs that normally arise, **donors may volunteer no more than 25% of their accrued sick leave.**
5. The names of donors are to remain strictly confidential.
6. Donors shall complete the form below and forward it to John Murray, Director of Human Resources.



I wish to donate _____ **hours** of sick leave to _____

I wish to donate _____ **hours** of vacation leave to _____

Name (Please Print): _____

Position: _____ Work Site or Department: _____

My signature acknowledges that donated sick and/or vacation leave is irrevocable.

Signature _____ Date _____

Please send completed form to John Murray, Human Resources
Should you have any questions regarding the Catastrophic Leave Program please contact
John Murray at 926-9244, ext. 1220, or jmurray@romoland.net