Community ISD Local Leave Donation Form

(Send Completed form to Human Resources)

An employee may, at his or her written request, donate local leave up to a maximum of three (3) days each year to another employee who has a catastrophic illness, injury or pregnancy; or catastrophic illness/injury or pregnancy of the employee's immediate family. This is only after the employee has exhausted all of their state, local, and compensatory leave.

From: Employee _____ Employee ID#_____

Campus/Dept _____ I wish to donate _____day(s)

To: _____ Campus Dept_____

I understand the following guidelines govern donation of local leave to another district employee.

A. Local leave donations may be made in catastrophe or pregnancy related situations.
B. Days shall be donated only for absences from working days and not for holidays or vacation days.
C. Days donated will be transferred from the donating employee's local leave record to the receiving employee's local leave record.
D. Days donated will be subtracted from the local leave days for the current school year.

_____ _____

Donor Employee's Signature Date

FOR OFFICE USE ONLY

Local Leave Balance _____ Approved_____

Number of Days Donated _____ (Maximum 3 days) Remaining Balance _____

HR Signature _____ Date _____

Reason for Disapproval: Disapproved _____

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