



Troup County School System

A Place For Every Kid

**REQUEST FOR TRANSFER OF SICK LEAVE TO A SPOUSE
(Must Submit Form to Payroll Office)**

Professional and Classified Personnel Sick Leave

Board Policy – GARH

Spousal Donations: Pursuant to OCGA 20-2-850, an employee of Troup County School System may donate up to ten (10) sick leave days annually to his or her spouse, who is also an employee of the Troup County School System for purposes of maternity leave, illness, illness of a family member, or death of a family member.

Per the above policy, I am requesting a transfer of _____ days of my sick leave to my

Spouse _____ due to the following reason:

Transfer to Spouse:

Employee _____

Employee _____

Emp. ID# _____

Emp. ID# _____

Location _____

Location _____

Employee Signature

Date