



LOCAL DAY DONATION FORM

Your Name: _____ Employee ID#: _____
 Your Campus: _____ LISD Email: _____

Name of Employee receiving local day(s): _____

Campus of Employee receiving local day(s): _____

***Number of local days you wish to donate:** _____

Reason for donation: (circle one)
 Pregnancy/Birth Medical Bereavement Other-please list: _____

If you know the absence dates, please list: _____

***I approve payroll to remove the number of local days noted above.**

Employee Signature: _____ Date: _____

Please note: Donated days must be used by the employee within the current school year

PLEASE RETURN FORM AND DOCUMENTATION TO EMPLOYEES BENEFITS:

Mail: Benefits Office 1565A West Main St Lewisville, TX 75067	Email: conciennes@lisd.net	Fax: 214-626-1888	Inter-Campus Mail: Benefits Office
Phone: 469-948-8105			

(For Benefits/Payroll offices use only)

Date received from Employee _____ Date sent to Payroll _____

Notes:

Payroll Approval:

Approved by Date # Days Donated Date sent to Benefits

Thank you for helping another LISD employee.