



Catastrophic Sick Leave Transfer Authorization

This form is designated for Athens City School Employees internal transfers only.

I, _____,

request to donate _____ sick days from my current sick leave balance

to _____ for his/her catastrophic leave.

- I understand that I must be a member of the Sick Leave Bank to contribute any days to another employee.
- I understand that my donated days will be used by the above employee only and he/she will not have to repay them.
- I understand that my sick leave days will not be returned to me.

I certify that I have read the catastrophic leave provisions on the following page.

Donating Employee's Signature

Date

Send to Marjorie Ouder when complete via email or inner-office mail.



Keep this page for your records.

CATASTROPHIC LEAVE PROVISIONS

Section 16-22-9 of the Code of Alabama 1975 contains the following information for the donation of sick leave days by members of sick leave banks:

(a)(1) CATASTROPHIC ILLNESS. Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

(h) Catastrophic sick leave. Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness as defined by this section. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Section 16-1-18.1. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all sick and personal leave. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor. If the particular employee does not require all the days donated to the credit of the employee, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the sick leave bank committee. No employee may donate more than 30 sick leave days, exclusive of the provisions of subsection (e), to the sick leave bank for the catastrophic sick leave of any one employee. A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days.