



# OFFICE OF HUMAN CAPITAL

## SICK LEAVE DONATION

### Application for Donated Sick Leave

The Sick Leave Donation Policy provides for one or more district employee(s) to donate sick leave to another district employee who has exhausted all other leave as a result of a catastrophic illness or injury of the employee or a member of the employee's immediate family. The receiving employee must be a member of the Sick Leave Bank. The employee donating a sick leave day (or days) is not required to be a member of the Sick Leave Bank. Donated sick leave shall be available for use by the recipient only during the fiscal year in which the donation was made.

|                  |             |                       |                          |
|------------------|-------------|-----------------------|--------------------------|
| Last Name        | First Name  | Employee ID Number    |                          |
| Street Address   | City, State | Zip Code              | Home / Cell Phone Number |
| Email Address    |             | Date of Authorization |                          |
| Current Position |             | School or Location    |                          |

I authorize the donation of \_\_\_\_ sick leave day(s) to a member of the Sick Leave Bank. I understand that this donation will be deducted from my accrued sick leave balance. I have read and understand the [Sick Leave Donation Policy](#).

|                               |          |
|-------------------------------|----------|
| Sick Bank Member's Name       | Position |
| School or Department Location |          |
| Employee's Signature          |          |

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|                                     |  |
|-------------------------------------|--|
| Date Received in Human Capital Unit | Sick Bank Member Verified <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Member's Employee ID                | Number of Donated Day(s) transferred   |
| Payroll Processor                   |  |
| Human Capital Signature             |  |

Return completed form to:  
**JPPSS Administration Building**  
**Office of Human Capital, Suite 1200**  
**501 Manhattan Blvd, Harvey, LA 70058**

All sick leave bank and donation forms are also available for electronic submission on the Employee Portal: <http://jpschools.org/employees/forms/>.