

**CLASSIFIED EMPLOYEE**      **GDBD-E3**  
**SICK LEAVE BANK**  
**CALL FOR DONATION OF LEAVE**

The Classified Employee Sick Leave Bank has fallen below the twenty (20) days required by GDBD-R. As a result, all members are being called on to donate one (1) work day of sick leave in order to continue membership in the Sick Leave Bank. If you choose to no longer participate in the Sick Leave Bank this form must be postmarked, or received, no later than \_\_\_\_\_ (which is 5 working days from the date of this request) by the Committee Chairman (Payroll Clerk). Otherwise, the donation day will automatically be deducted from your remaining sick leave days.

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I refuse to make the donation, with the understanding that, by so doing, I am forfeiting my membership privileges in the Sick Leave Bank, as provided in the Policy Regulation GDBD-R.

Printed name of member: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Member)

Witnessed \_\_\_\_\_ Date: \_\_\_\_\_

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If you have no sick leave days left to donate at this time, you must sign this document below and return to the Committee Chairman (Payroll Clerk) by the deadline indicated above, of your agreement to donate one day as soon as an additional sick leave day has been earned. This day will then be deducted and given to the Sick Leave Bank as soon as possible after it becomes available to you.

Your signature on the line below indicates that you currently have no sick leave days and that you agree to donate one sick leave day as soon as an additional sick leave day has been earned, in order to continue your membership in the Classified Employee Sick Leave Bank.

X \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR COMMITTEE USE:**

Date received by Committee Chairman (Payroll Clerk): \_\_\_\_\_