

Donor Employee: Please complete this form to donate annual sick leave hours. *A copy of this completed form will be sent to the receiving employee. (You may donate in increments of one-day with a one day minimum.)

Instructions: Complete this form and return it to the Payroll Department at the District Office. Donations will be used in the order received in the Payroll Office.

Donation of sick leave: An employee may donate sick leave to specific individuals using the following criteria:

1. The employee must be in a job in which annual leave is accrued.
2. The employee must have accrued more than twenty-two (22) days (or 176 hours) of sick leave to donate sick leave.
3. Employees may not donate an amount of sick leave that will result in his/her sick leave account going below twenty two (22) days at the date of transfer.

Designated Receiving Employee's Name

Receiving Employee Department/School

Donor Employee's Name

Number of donated days

Donor Employee's Signature

Date

Payroll Office Use Only

Is the donor eligible to donate annual leave? Yes No

Eligible number of days/hours: _____

Certificated

Days/Hours donated: _____

Classified

Reviewer's Initials _____ Date _____