

SOUTHEASTERN CALIFORNIA CONFERENCE
OFFICE OF EDUCATION

SHORT TERM SICK LEAVE TRANSFER Exempt Employees

I, _____, authorize the

donation of _____ day/s of my Short Term Sick Leave to the

Short Term Sick Leave of _____.

Signed: _____

Date: _____

An employee, whose short-term illness leave has been exhausted, may receive up to a total of 2 donated days (days are donated in full day increments) per contract year. These days can only be received from other exempt education employees' short-term illness leaves. An employee who receives donated days may not also donate days to another employee in the same contract year. The donated day(s) must be received prior to the leave day taken or within the same payroll period to avoid taking an unpaid illness leave day(s). The donation is to be done in writing, and attached to both the donor's and recipient's attendance cards, and reported to the Office of Education at the time of the donation. An employee may only donate a total of up to 2 days to other exempt education employees each contract year. Short-term illness leave taken after the donated days have been exhausted will be taken as unpaid illness leave (in other words, the most paid short-term illness leave an employee may take in a contract year is 12 days). Once donated, the donation is irrevocable.

[ATTACH FORM TO BOTH EMPLOYEES' ATTENDANCE RECORDS]