

TRANSFER OF SICK LEAVE APPLICATION FORM

Pursuant to School Board Policy 3430.08, any full or part time employee of the District may authorize the transfer of accrued, earned sick leave to another District employee who is eligible to receive sick leave benefits.

EMPLOYEE TRANSFERRING SICK LEAVE

NAME: _____

EMPLOYEE ID NUMBER: _____

NUMBER OF HOURS TRANSFERRING: _____

EMPLOYEE RECEIVING SICK LEAVE

NAME: _____

EMPLOYEE ID NUMBER: _____

I have read and understand School Board Policy 3430.08 regarding my request to transfer my sick leave.

Signature of Employee Transferring Sick Leave

Date

FOR HUMAN RESOURCES & PAYROLL ONLY

Approved LOA Dates: _____ Initials _____ No. _____

Payroll Information: _____

SICK LEAVE TRANSFER TO ANOTHER DISTRICT EMPLOYEE

Pursuant to School Board Policy 3430.08, any full or part time employee of the District may authorize the transfer of accrued, earned sick leave to another District employee who is eligible to receive sick leave benefits.

The transfer of sick leave is subject to the following limitations and conditions:

- A. The receiving employee must provide documentation to Teresa Cowley, Benefits Specialist, from a treating physician of the need for a minimum of three (3) days of sick leave beyond the employee's accumulated sick leave time;
- B. The receiving employee must have exhausted all sick leave, excluding any sick leave received from the sick leave bank, prior to using transferred sick leave;
- C. The authorizing employee must retain a minimum of five (5) days of accumulated sick leave;
- D. Transferred sick leave may only be used for the receiving employee's approved sick leave absences.
- E. Transferred sick leave CANNOT be used for personal or other types of leave;
- F. Transferred sick leave shall be used on a "first transferred – first used" basis, as evidenced by the time and date stamp on the application form once received and processed by Human Resources. At the end of the fiscal year, unused transferred sick leave shall revert to the authorizing employees whose leave was not used;
- G. Transferred sick leave shall have no terminal leave value for the receiving employee;
- H. Sick leave shall be transferred in hourly increments;
- I. "Chaining" of unused transferred sick leave is not permitted; in other words, the receiving employee CANNOT donate the unused transferred sick leave to another employee. The transferred sick leave must be used pursuant to the original approved application for transfer and the unused portion shall revert to the donor pursuant to "F" above.
- J. The transfer of sick leave application form must be completed and received by Teresa Cowley, Benefits Specialist, by close of business on the first day of the payroll period (as published in the District's *Compensation Schedule*) in which the transferred sick leave will be used and paid.