



## Employee Sick Leave Transfer Request

School Board Policy GBBD and the Collective Bargaining Agreements provide for a district employee to transfer accrued sick leave to his/her spouse, child, parent, or sibling who is also a district employee provided the recipient will be absent for a qualifying reason (cannot be used for personal leave charged to sick leave) and has used all of his/her accumulated sick and vacation leave.

- Directions:
1. Donor completes form and obtains recipient's signature at bottom of Section II.
  2. Donor forwards form to Human Resources.
  3. Human Resources processes and distributes copies.

<b>Section I: <u>Employee Donating Sick Leave Time</u></b>		
_____	_____	_____
Donating Employee's Name	Social Security Number	School/Department
Number of <b>hours</b> being donated (minimum of 1/2 day increments)	<input type="text"/>	
I authorize the transfer of the stated amount of sick leave from my sick leave balance to my relative named in Section II of this agreement.		
_____	_____	
Signature	Date	
<b>Section II: <u>Employee Receiving Sick Leave Time</u></b>		
_____	_____	_____
Recipient Employee's Name	Social Security Number	School/Department
_____	_____	
Number of <b>hours</b> being received	Relationship to the donor	
I authorize the stated amount of sick leave to be transferred from my relative (named in Section I) to my sick leave balance.		
_____	_____	
Signature	Date	

DISTRIBUTION:  
White - Human Resources Department  
Canary - Recipient  
Pink - Donor

<u>For Human Resources Use Only</u>
Date Processed: _____
Initialed: _____